DOCUMENT RESUME

ED 128 556 CE 007 515

TITLE	Returners: Some Notes for Those Returning to Employment Later in Life or Considering Training for a New Career.
INSTITUTION	National Advisory Centre on Careers for Women, London (England).
PUB DATE	75
NOTE	72p.
AVAILABLE FROM	National Advisory Centre on Careers for Women, 251 Brompton Road, London SW3 2HB, England ($2.50 post paid)
EDRS PRICE	MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS	*Career Change; *Career Opportunities; Career Planning; Directories; Educational Opportunities; Females; Guides; Individual Development; *Job Training; *Vocational Retraining; *Working Women
IDENTIFIERS	Great Britain

ABSTRACT

Addressed to women who are considering taking up full- or part-time employment or training or re-training later in life when family responsibilities are less pressing, this document may also help others who wish to or have to take up a different career. Focus is on employment and training opportunities in Great Britain. The first half contains sections giving a general picture of certain fields of employment that the authors believe appeal particularly to returners, together with some information about educational facilities and about sources of help and advice. Fields covered are social services, office work, industry and commerce, health and hospitals, work with children and young people and in education, and the arts. The second half of the publication is a directory which gives information about 70 specific careers, arranged alphabetically. Details about careers mentioned in the general sections will be found in the directory which describes normal entry requirements, length of training, upper age limits, and addresses of appropriate professional associations and training institutions. (WL)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED128556

Returners

Some notes for those returning to employment later in life or considering training for a new career

FIRST EDITION

1975

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

NATIONAL ADVISORY CENTRE ON CAREERS FOR WOMEN

251 BROMPTON ROAD, LONDON SW3 2HB

CE 007 055

NATIONAL ADVISORY CENTRE ON CAREERS FOR WOMEN

(formerly Women's Employment Federation)

Patron: H.M. QUEEN ELIZABETH, The Queen Mother

Chairman of Executive Committee: Miss M. C. GRAY, M.A.
Hon. Treasurer: Miss C. M. RIGBY, M.A., Ph.D.
Director: Miss K. M. MENON, B.A.

The National Federation of organisations concerned with the Employment and Training of Women (known as the National Advisory Centre on Careers for Women, formerly the Women's Employment Federation) was founded in 1933 by a group of women interested in all aspects of women's employment and suitable training for girls and women. The founders were representatives of University Appointments Boards, Women's Societies, professional organisations, colleges and schools. The parent organisation, the London and National Society for Women's Service (now the Fawcett Society), had since the early part of this century played an active part in seeking new opportunities for women, and the valuable records and information which had been collected were passed over to the organisation then known as the Women's Employment Federation, to form the nucleus of its advisory service. In 1970 the name The National Advisory Centre on Careers for Women was adopted to describe more accurately the organisation's work. It is registered as a charity.

Though conditions have changed, its traditions and objects have remained unaltered. We believe that sound vocational guidance should always aim at helping the individual to fulfil herself as completely and constructively as possible; that in advising on careers, supply and demand should not be considered on a local basis but on a national basis; that work, since it occupies so much of one's time, should be a source of pleasure as well as a means of earning one's livelihood; and that most normal human beings are happiest when using their abilities to the full.

The Advisory Department acts as a clearing house of information about training and openings for work. This is done by personal consultations, letters, lectures, conferences and the publication of literature. Interviews can be arranged at member schools on request by the Headmistress. Fees for consultation and lectures on application.

The Loan Fund lends money free of interest for training which will lead to useful and progressive work.

Terms of Membership. Details of annual subscriptions and service for Schools and Universities, Training Establishments and Organisations will be supplied on request. Individual subscribers of any sum and Employer Members are welcomed.

RETURNERS

Some notes for those returning to employment later in life or considering training for a new career

NOTE This publication begins with sections giving a general picture of certain fields of employment that we believe appeal particularly to returners, together with some information about educational facilities and about sources of help and advice. The Directory at the end gives information about specific careers, arranged alphabetically, for those returning to their career and for those wishing to embark on training. Details about careers mentioned in the general sections will be found in the Directory.

INDEX

Generally Speaking	1
Opportunities for Education	4
The Social Services	8
Office Work	13
Industry and Commerce	15
Health and Hospitals	18
Work with Children, Young People and in Education	21
Practical and Miscellaneous	24
The Arts	26
Sources of Help and Advice	27
Looking Forward	32
Directory	35

RETURNERS

Some notes for those returning to employment later in life or considering training for a new career

GENERALLY SPEAKING

We never liked the terms "mature women" or "the not so young". We have therefore chosen "Returners" for our title to describe those considering taking up full- or part-time employment or training or re-training later in life when family responsibilities are less pressing. This book may also help others who wish or have to take up a different career.

It is now generally accepted that women can and do return to employment or train for new careers later in life: shortage of skills encouraged this trend and fostered the recruitment of part-timers for many jobs previously regarded as full-time ones. Autumn 1975 may seem an inauspicious time to publish this book when, because of economic problems, returners, particularly part-timers, are in a vulnerable position. In some fields (but not all), part-time posts have declined as full-time workers have become easier to recruit, but experience has shown that part-timers can be profitably employed, and, as conditions improve, so will their employment prospects. Manpower planning must always look to the future and our economic wellbeing will surely depend on fuller and more imaginative use of our human resources, including women. Returners preparing for a new career in any case have to make long term plans. Another reason for publishing this book now is that economic conditions may make it increasingly necessary for the breadwinner's role to be shared. Finally there are still many skills that are in short supply.

Here are some general points to consider.

Do you want a career or are you looking for a job? A career is an occupation that demands training and effort to achieve a professional level of knowledge and expertise and that offers prospects of increasing responsibility and promotion in return for experience, continued study and commitment. A job demands abilities appropriate for the work to be done (e.g. literacy, numeracy, ability to deal with people etc.): there is often no definite ladder of promotion though this may come on the basis of proven ability, experience, personality — and luck. We sometimes meet women who feel that they ought to plan a career but would rather find a job. Both are valid aspirations to the right people and both have a place in our economy. A realistic approach is vital. It is unwise to aim beyond one's capacity and inclination: it is equally unwise to reject without due consideration training for a career that will give lasting pleasure. It's a difficult decision

and merits careful thought and detailed exploration of one's motives, interests and obligations. Educational opportunities described on p 4 will help you to assess your capacity for and wish to study and the Directory on p 35 shows a number of career opportunities, the level of attainment and the length of training required. Following sections describe career and job opportunities in employment fields that we know attract returners.

How much time are you prepared to devote to training and/or a job? Again it is important to be realistic, to work out your personal priorities carefully and to make practical arrangements for home and family. The decision to return to work has always been fraught with feelings of guilt that children may suffer as a result, though previous generations of returners have proved that it is possible to be a good mother and a good worker. Reliability is of the utmost importance and it is useless to take on more than you can manage. Full-time work is easier to find and offers the best prospects, but part-time openings also exist even if they are fewer than in the past. Temporary work is an alternative, but work at home is very rare. Training usually has to be full-time: part-time courses are few.

What opportunities are there for training and/or employment locally? Most returners have ties and responsibilities — a husband's job, children's schools, a house, etc. — and cannot be as mobile as the young. This inevitably limits choice. Even the well qualified may find no outlet in their area (e.g. the dairy farmer living in a conurbation) and may have to re-train. The decision must depend on local training facilities and employment prospects as well as upon careful consideration of the education, training, previous experience, interests and talents you can offer.

How important is your job to you? The choice of employment and individual commitment to it dictates a life style: freedom of choice is now greater than ever before. Change is taking place in the home and in family relationships: men are playing a more active part in the home and in the rearing of their children: divisions between men's and women's responsibilities are becoming less distinct. This will inevitably influence women's employment patterns and might also influence men's. In some families, the woman is already the main breadwinner for various reasons and redundancies may sometimes make this role necessary. We do not foresee any immediate revolution in the organisation of family life and we anticipate that most women will still prefer their present role with some modifications. But choice is the important factor. Obviously this decision must be made carefully in consultation with those it affects and choice may be limited by economic considerations. Events may hasten changes in social attitudes.

Do you really want and/or need to take a job? This may seem a strange question to ask readers of this book, but we meet many

women seeking advice on training and employment who neither wish nor need to take a job but feel guilty or out of fashion if they do not do so. The home maker, man or woman, is doing a vitally important job already. Without implying any obligation to work outside the home, we quote an Anglican divine who said of confession, "All may, some do, none must". Those who decide against paid employment will find there are many opportunities for voluntary work which can often make use of existing experience and training. Today, voluntary work extends far beyond traditional concepts and for many can satisfy the wish for interests outside the home and for the chance to be of service to others. Make local enquiries — ask your town or county hall, area health authorities and hospitals, local Councils of Social Service and voluntary organisations, women's organisations, etc.

Note for the professionally qualified. Many women are following careers chosen in their teens, practised in the early twenties, relinquished wholly or partly while raising a family and resumed later in life: this should encourage those who suffer a loss of professional confidence. Skills are seldom completely lost and, even after a long period of professional inactivity, can usually be restored. Ideally, it is best to keep in touch by a minimum of part-time or sessional work: this is not always possible to arrange but it is worth exploring. If skills are rusty, there are various remedies. Refresher courses are sporadic and difficult to arrange but use of existing training facilities or individual plans may be suggested (see Directory p 35). A professional body is really the lifeline: journals and local meetings of professional interest can keep the returner in touch. It is advisable to remain in membership or to re-join. There is often a reduced subscription for non-practising members.

Of course, new interests can develop and lead to a different career or lack of local opportunity may make re-training necessary, but usually we would recommend that every effort be made to use a valuable training.

Finally, we would say to all returners that the way will never be easy: the same standards are demanded of women as workers or as students, regardless of the duties and responsibilities that come with maturity. We would not have it otherwise for ourselves or for those we wish to serve. We believe that returners can offer some valuable assets — a greater knowledge of life, the flexibility, versatility and experience of assessing priorities associated with home making. To most, work outside the home is a necessity, though many would still opt for outside employment if they had the choice. Work, paid or voluntary, can bring for many wider horizons and the satisfaction of doing a job well. Times are uncertain and we do not know what problems and priorities may emerge in the employment field. However, if we are unwilling to plan and work for the future, the future will not be promising.

OPPORTUNITIES FOR EDUCATION

Not only professional knowledge may get rusty during the years spent at home: the habit of study may also be dormant. It is therefore both profitable and enjoyable to use the extensive educational facilities which exist for all of us. Provision may vary in extent and quality from area to area but the fact remains that we are extremely lucky and our facilities compare favourably with most other countries.

What kind of courses are there? First there are a number of courses held for purely personal interest in a wide range of subjects and these have a recreational character. They cover practical skills such as dressmaking or cookery, general educational courses mainly in the humanities and social sciences, cultural subjects such as art or music, to name but a few: some may lead to examinations. They are usually on a part-time day or evening basis and may be held in colleges of further education, technical colleges, evening institutes or under the auspices of organisations such as the Workers' Educational Association, which meets the educational needs of a much wider section of the community than its name implies. Universities have extra-mural departments and may offer more academic courses or lectures in different subjects.

Then there are courses specially designed for mature women who need a general "refresher course" and who can benefit from a systematic exploration of the opportunities open to them: they may be called by different titles such as "New Horizons" and are offered in colleges in various parts of the country.

(Courses such as these, besides being interesting and worthwhile for their own sake, may also help you to decide if further study is for you! Those demanding homework which is assessed by the tutor will indicate your potential for study. The idea of study attracts many, but the reality does not suit everyone. Not everyone wants to or can study though they may be interested in a practical training or employment which requires common sense, reliability and other personal qualities. If you do want or need to pursue your studies, read on!)

Your children may attend a college of further education where they can take O and A levels in the General Certificate of Education (GCE). You can do this too and it can be a valuable investment of time and energy to fill any educational gaps you may have, particularly if you need this kind of background for a training you wish to take later on. Some may think that GCE studies are unsuitable for older students and this may sometimes be the case. However, we know of many adults who enjoyed working for GCEs: greater experience of life can make subjects more relevant and interesting. Technical colleges also provide courses of general education. There are some GCE courses specially for adults.

Information about courses already mentioned can be obtained from the college concerned or from the local education authority. Remember that it is worthwhile to discuss your educational needs with the college or the education authority: even if a course that interests you is not offered, if demand is sufficient, new courses can often be mounted.

Then there are some colleges for adult students, aged usually between the 20s and 40s, which offer full-time academic courses mainly in the humanities and social sciences. They are not intended to be vocational courses (though there are some exceptions such as Ruskin College's Diploma in Applied Social Studies which is recognised by the Central Council for Education and Training in Social Work), but they provide a good basis for degree studies and some professional trainings. These colleges are resident, though some may accept day students. Some offer one year courses, most offer two year courses, entry to the second year depending on satisfactory completion of the first year. No formal exam passes are demanded for entry to these colleges — they are intended mainly for those whose education ended with the statutory school leaving age. Applicants may be asked to submit an essay on a specified subject and will be asked to attend for interview: evidence of a wish and a capacity to study is usually necessary (e.g. by attendance at the kind of courses we have already mentioned). Grants may be awarded to those offered a place. Further information from the colleges:

Co-operative College, Stanford Hall, Loughborough, Leicestershire; Coleg Harlech, Harlech, Gwynned, Wales; Hillcroft College, Surbiton, Surrey; Newbattle Abbey, Adult Residential College, Dalkeith, Midlothian; Plater College (The Catholic Workers' College), Oxford OX3 0DT (those of other Christian denominations eligible); Ruskin College, Oxford.

Universities and polytechnics will consider applications from mature students for degree courses. ("Mature" may start at 21+ but more usually at 23-25+.) Some relaxation in the standards normally demanded for entry may be allowed to mature students who cannot offer the required GCE passes or their equivalent, but this is no soft option. It is obviously unwise for student and institution to admit anyone without the capacity to absorb the course. Instead of formal GCE passes, the Joint Matriculation Board (Manchester, Liverpool, Leeds, Sheffield and Birmingham Universities) admits people of 23+ to an examination for candidates of mature years who fulfil certain conditions, while other universities and polytechnics make it clear that they need evidence of serious study and academic capacity. If you wish to be considered for entry as a mature student, it is advisable to make enquiries from the university of your choice well in advance of submitting an application through UCCA (Universities Central Council on Admissions). The Council for National Academic Awards (CNAA) also

allows for polytechnics to use their discretion regarding mature students, and there are some part-time degree courses extending over a longer period of about 4-5 years. Full-time courses are far more numerous and mature students can of course apply for these. A new development by the CNAA is the institution of a Certificate at a lower level than a degree but generally recognised as satisfying entry requirements to appropriate degrees. At the moment there are few courses, but one is offered at Hillcroft College (see above).

A unique college is the Lucy Cavendish College, Lady Margaret Road, Cambridge CB3 0BU founded originally to admit graduate students and present them for higher Cambridge degrees or other qualifications. It now also admits up to 50 mature students to read for Cambridge first degrees. Although the College has some resident students, many are married women engaged in running their own homes.

Birkbeck College (University of London), Malet Street, London WC1 7HX prepares students for first and higher degrees. Students on first degree courses must complete at least half the length of their course (including the whole of the first year) on a part-time basis, though they are encouraged to devote full-time attention to their studies in the latter stages. Part-time students must be engaged in earning their living: if certain conditions are fulfilled, family responsibilities count, each case being considered on its merits. Most teaching at the College takes place between 6 p.m. and 9 p.m. Higher degrees may be taken on a full-time basis throughout.

Goldsmiths' College (University of London), Lewisham Way, London SE14 6NW also offers evening courses lasting usually 4-5 years leading to degrees in some subjects.

An entirely new development for those who wish to pursue their studies to university level is The Open University. Since this method of study is a novel one, we will go into the course structure in some detail. Adults resident in the UK (or serving in HM forces in Germany or Cyprus) can apply to study for a degree of The Open University. There are no educational requirements for entry. Three years is the minimum time in which a degree can be completed: for most people, this is over-ambitious and it is more likely to take between 4-6 years. Many students take a year off between courses and there is no time limit within which studies must be completed.

A BA degree is awarded whether studies are arts or science based. To qualify, students must earn six credits for BA or eight credits for BA (Honours). A credit is earned by successful completion of a course (some courses earn a half-credit only). Only two full-credit courses may be taken per year. Some credit exemption is allowed to students who have previously completed certain courses at a higher education level.

Two foundation courses must be taken: these are offered in Humanities, Social Sciences, Mathematics, Science, Technology and are credit-earning. Then there are over 90 courses at different levels within the University's six faculties — Arts, Social Sciences, Mathematics, Educational Studies (N.B. this is NOT teacher training), Science, Technology. For BA (Honours), at least two credits must be at third or fourth level (i.e. it takes longer).

Students study (a) *at home*, receiving regular packages of learning materials (including home experiment kits for science and technology) and assignments of written work for submission to a tutor. Tuition is also given in co-operation with the BBC on Radios 3 and 4 VHF and BBC 2 so it is an advantage to be able to receive them at home. An average of 12 hours' study a week is necessary for each full-credit course, exclusive of any attendance at a study centre. (Many people need to spend more time than this.)

(b) *at a Study Centre*. There are over 260 Study Centres situated in local colleges or other educational centres in most parts of the UK where students can discuss matters with their tutor-counsellor and other students, hear or see broadcasts and use learning aids such as tapes, films, etc.

(c) *at One-Week Residential Summer Schools* held at universities giving the chance for intensive study, lectures, seminars, tutorials, field work, etc. These are compulsory for foundation courses though not for all higher level courses.

Tuition fees are moderate: they do not normally qualify for local education authority grants, though discretionary grants have been made in special circumstances. Financial help is usually available for attendance at summer school. As each case and each authority differ, an individual enquiry is necessary.

Applications for entry are invited between mid-December and mid-June each year for courses beginning in February the following year. EARLY APPLICATION IS MOST DESIRABLE BECAUSE PLACES ARE ALLOCATED BY A FIRST COME FIRST SERVED METHOD.

The Open University also awards higher degrees, entry being open to holders of first or second class degrees of a British University or equivalent. There are Post-Experience Courses too in various topics which could be of value to women already trained but wishing to extend their knowledge or to bring themselves up to date with developments in their profession. For example, 1975 courses included Technology for Teachers, Computers and Computing, Environmental Control and Public Health. Courses are not intended as initial training or specifically as refresher courses, but they can be valuable to the returner. At present they carry no diploma but successful completion leads to a Course Certificate or a Letter of Course Completion.

Further information from: undergraduate courses — The Admissions Office, The Open University, P.O. Box 48, Milton Keynes MK7 6AB; higher degrees — The Higher Degree Office, The Open University, P.O. Box 49, Milton Keynes MK7 6AD; post-experience courses — The Post-experience Student Office, The Open University, P.O. Box 76, Milton Keynes MK7 6AN.

The University of London awards degrees and diplomas to external students who must normally satisfy entry and faculty requirements: those who cannot offer the required GCEs should consult the University Entrance Requirements Department if they have equivalent qualifications that might be accepted in lieu. Degrees are studied for part-time or by private study. Enquiries should be addressed to The Secretary for External Students, University of London, Senate House, Malet Street, London WC1E 7HU

There will be some students who cannot reach courses in the subject they wish to study. There are many organisations providing correspondence courses and these can be helpful provided that the student (a) knows clearly what she wishes to study and (b) chooses a course suitable to her purpose.

THE SOCIAL SERVICES

This area of employment appeals to many returners. In addition to qualified social workers, it offers opportunities to people of different attainments and we shall indicate some of them. Local authority social services departments are the major employers of social workers, but the Probation Service and voluntary organisations also offer scope. There is a shortage of staff in many areas but current economic difficulties may take their toll on plans for expansion of services and even on present staffing standards.

SOCIAL WORK demands maturity of outlook and so older candidates may have a valuable asset. However maturity without the other qualities demanded of social workers is not enough. The successful candidate must have the academic ability to follow a course of training, a serious interest in social problems and the personal qualities looked for in a social worker. Sound experience in voluntary social work or in a related field can be a great help and may be required for entry to some courses. It will also help the individual to decide whether social work is the right career choice.

Social work is practised in a variety of settings but a distinction is usually made between fieldworkers, who work with people living in their own homes (though the social worker may be based in a school, hospital, day centre or within the community) and residential social workers who work with groups of people living

either temporarily or permanently in residential establishments for children in need of special care, for delinquents, or for elderly or handicapped people. N.B. the term "residential" may discourage those who do not want to "live in": it must be stressed that there are a considerable number of posts in this sector that are NOT residential, though a willingness to accept flexible hours can be a help in finding employment.

The organisation of the social services has changed radically in the last decade, as has training. Local authority services are organised on an area basis rather than on the basis of client groups where in the past social workers were recruited and trained as child care officers, medical or psychiatric social workers for example. As a result, training is generic in character to prepare the social worker to assess and meet a wide spectrum of social needs. Social work services in hospitals are now provided by the local authority.

The Central Council for Education and Training in Social Work (CCETSW) has statutory authority to promote and recognise courses and to award certificates to students who successfully complete such courses. Not all the courses mentioned in this section come under its auspices: we shall indicate the other training bodies concerned.

TRAINING FOR FIELD WORK for which the qualification is the Certificate of Qualification in Social Work (CQSW), awarded by the CCETSW to students who successfully complete a recognised course.

Those who qualified under the old pattern of training by taking a social science diploma or degree, followed by specialised social work training such as that for medical social work, child care, probation or psychiatric social work, are automatically accepted as qualified. Arrangements for refresher courses vary from area to area but in-service training and short courses provided from time to time can be a help. Holders of social science diplomas or relevant degrees (which included social administration) and have undertaken suitable practical work *without* formal subsequent training are expected to take either a one year postgraduate course (see below) where vacancies are very limited or to take one of the other courses leading to the CQSW.

Newcomers to social work are offered various courses:—

Graduates whose degree included social administration and who either within the degree or since have undertaken practical work in a social work agency take a one year course (sometimes two years) offered at over 30 universities and polytechnics. (The Department of Extra-Mural Studies, London University

offers a two year part-time course.) Other graduates take a two year course (occasionally shorter) offered at 18 universities and polytechnics. Both types of course lead to an academic diploma or higher degree and are recognised by CCETSW.

Non-graduates, if suitably qualified, can take a four year degree course combining academic studies and social work training offered at 13 universities and polytechnics. Then there are over 30 two year courses leading to CQSW at universities, polytechnics, colleges of further education, etc. (4 new courses for those of 30+ are at polytechnics in Central London, Huddersfield, Kingston and Wolverhampton); three year courses, specially arranged for women with family responsibilities, at Croydon, Newcastle upon Tyne, Stevenage and Southampton; two year courses in Bristol, Manchester, Middlesbrough, Nottingham and Oxford which combine field and residential work. No definite educational standards for mature students are laid down for entry to non-degree courses, though the college must be satisfied that they can undertake an academic course.

RESIDENTIAL SOCIAL WORK. At present courses at over 25 institutions prepare students for the Certificate in the Residential Care of Children and Young People (CRCCYP): a number are part-time and intended for those in employment. Seven courses prepare students for the Certificate in Residential Social Work (CRSW). These courses will however be phased out over the next two or three years and training for social workers in the residential setting will be on two year CQSW courses. There are many in-service part-time courses for those engaged in residential social services: they bring no certificate but a Statement of Attendance which has been a pre-requisite for entry to CRCCYP courses. Again there are no formal entry requirements for mature students, though personal suitability for the work and ability to absorb the course are necessary.

All the courses mentioned so far lead to full qualified social worker status in either field or residential work.

THE CERTIFICATE IN SOCIAL SERVICE

We have mentioned that people of different attainments are employed by social services departments. Those with management skills, teaching or craft qualifications may work in day and occupation centres, for example. Then there are organisers of domiciliary services who have their own training and many others. Social work assistants undertake responsible but more routine aspects of field work and care assistants take considerable but not overall responsibility for the day to day care and wellbeing of clients in day and residential establishments for the young, the old and the sick. They may bring relevant experience or related training to their work.

These two groups — those with substantial training in other fields but working in the social services and those carrying considerable but not ultimate responsibility within the service — need some social work skills and an understanding of the setting in which they work. Accordingly, the CCETSW has recently instituted the Certificate in Social Service (CSS) which is a qualification in its own right, but must not be confused with the CQSW which is intended for social workers who will take full responsibility for clients. The CSS is to be awarded after in-service training, plus private study and day or block release to attend courses at a local college. A common unit, taken by all students, gives an understanding of "the situations in which their clients live and the social structures within which service is offered". Only this unit may be taken on a pre-service basis which has some significance for mature returners who may find preparation for this part of the training an asset when seeking employment within the social services. Since the scheme has not started at the time of going to press, there is as yet no evidence to confirm this. The common unit is followed by study of one of four standard options related to the student's work experience (children and adolescents, the elderly, adults, communities) and a third special option "designed to prepare students for a defined range of tasks". At the moment, the CCETSW is not specifying formal education requirements for entry. The Certificate will be awarded to students who have satisfactorily completed the course in a period of not less than two years.

There are sections of the community who need special services. Mentally handicapped children now come within the education service but similarly handicapped adults who need training and further education suited to their needs are the responsibility of the social services department. Staff who undertake this exacting work can take a one year course, offered at various colleges, at present leading to the Diploma in the Training and Further Education of Mentally Handicapped Adults which now comes under the auspices of the CCETSW. Over the next few years, training for these staff will be developed on both CQSW and CSS courses.

The deaf too have special problems of communication and the CCETSW also awards a Certificate for Social Workers with the Deaf to students who complete a nine months' course held at the Polytechnic of North London: it is a post-qualifying course, open only to qualified social workers.

Another group with special needs are the blind. The Department of Health and Social Security in conjunction with the Southern and Western Regional Association for the Blind (32 Old Queen Street, London SW1) and the North Regional Association for the Blind (Headingley Castle, Headingley Lane, Leeds) are the source of training by means of a six months' course for those who wish to teach reading techniques (such as Braille) and daily

living techniques, leading to the Certificate in Technical Work with the Blind. There is also a six months' course on teaching mobility for the blind offered at the National Mobility Centre in Birmingham: enquiries to Royal National Institute for the Blind, 224 Great Portland Street, London W1. Most students for these courses are seconded by social services departments but independent students might also be considered.

The majority of posts for social workers tend to be full time and in areas such as probation work, the woman with family responsibilities must be prepared to work "unsocial hours" since clients must be interviewed outside their normal working hours. Of course, shortage of staff can bring consideration for the part-timer and in day and residential establishments (particularly in the latter) there are some prospects for part-time employment though flexibility in working hours will make a candidate more welcome.

Other posts of an administrative nature in social services' departments deal with the provision of services such as aids for the handicapped, holidays, etc. An opportunity that might appeal particularly to women with family responsibilities could be in the Meals on Wheels service, where hours of work are limited to the middle of the day: ability to drive is essential. Those with home making skills are badly needed to staff the home help service which brings practical help in the home to those who need it because of illness, disability, old age or other cause. The organisers of this service have their own in-service training which comes under the auspices of NALGO and the Institute of Home Help Organisers.

There are a limited number of posts in housing departments for welfare assistants and housing advice centres for which formal training might not be necessary and which might suit those who cannot or do not wish to take full training. The Education department too can offer occasional limited vacancies in the welfare field.

Turning to voluntary bodies, though demand varies geographically and from time to time, there are some interesting and worthwhile posts for both the fully qualified social worker and for the able but unqualified, who may assist in the running of local associations which provide certain services for people in the area. The work can be very responsible and satisfying and it is well worth making local enquiries. A good place to start is a local Council of Social Service which will have information about local organisations.

Further information about social work training from the Central Council for Education and Training in Social Work, Clifton House, Euston Road, London NW1 2RS or from its Social Work Advisory Service, 26 Bloomsbury Way, London WC1A 2SR.

OFFICE WORK

About two-thirds of our clerical work force are women, many of them returners. Offices of all kinds have gained experience in employing part-timers: although such openings, plentiful a year ago, have declined, once the economy improves, they may increase again. Some jobs are adequately done on a part-time basis. Full-time work offers reasonable prospects, particularly for the able and reliable, though there are local variations.

"Office Work" is used here to describe many occupations.

Clerical Work may mean routine work, demanding accuracy, reliability, legible handwriting and common sense or it may be much more interesting and varied. Clerical workers may undertake filing (a most important activity on which efficient office work depends), simple calculations, routine correspondence or record keeping, etc.; the smaller the office the more versatile the clerical worker may have to be. Since offices have become so mechanised, mechanical aptitude can be an asset: in larger offices, working office machinery can be a full-time job for which instruction may be given on the job or occasionally by manufacturers. With ability and experience, the full-time clerical worker may be promoted to supervisory duties in larger organisations, given the personal qualities necessary to control the work of others. In some fields of employment, such as insurance, clerical work can lead to greater responsibilities and even more independent, higher level work.

Reception Work is often asked about: not all posts are limited to the young, though some are. A pleasant manner is obviously essential, though it is seldom the only quality demanded — some typing, simple book-keeping and ability to operate a small telephone switchboard (which can often be learnt on the job) may also be required. Hotel reception is a specialised field with a strong element of book-keeping: there are some one year courses intended mainly for the young but for which returners might be considered. Hours have to be flexible in this kind of work. (Information from the Hotel and Catering Industry Training Board, P.O. Box 18, Ramsey House, Central Square, Wembley, Middlesex HA9 7AP.) In any kind of medical work, the handling of records can be an important part of the work. See also Dental Surgery Assistants p 44, where reception duties are often combined with technical aspects of the work.

Work with Figures has proved a promising field for returners, and a sound knowledge of book-keeping plus typing can be a useful combination. Women are often reluctant to take work of this kind although they are often more experienced in accounting for money than many men. High finance is not involved and the work requires an orderly mind, attention to detail and ability to do straightforward arithmetic. We understand that it is sometimes

difficult to recruit staff for departments concerned with salaries and wages.

There are now opportunities to qualify as **Accountancy Technicians** and **Accounting Staff** for high level but not full professional work (see p 37).

There are good openings for operators of **electronic calculating machines,** both full- and part-time. A number of returners have trained successfully either by in-service methods, or by courses at colleges or run by manufacturers.

Secretarial Work has proved a very fruitful field for the returner. We must distinguish between the shorthand/typist who can be described as a technician, using technical skills in her job and the secretary who, in addition to offering the same skills, must offer education, initiative, the capacity to take responsibility and to undertake administrative duties. Until recently, openings have been plentiful at both levels, full- and part-time. At the moment, part-time vacancies are rarer than in 1974, though there are still a number of opportunities. Demand for the well qualified full-timer remains steady with local variations. The returner need not feel diffident in applying for posts: some advertisements specify younger applicants, but there are others where maturity is an asset. Since secretarial skills are needed in all kinds of offices, the well qualified can usually choose an environment that interests them. The country dweller might find it worthwhile to look for local courses in farm records and accounts to add to secretarial skills: some people have found part-time work and others have managed to establish their own business

Temporary work suits returners who want to work on a short-term basis. Though much sought after by the young, it requires experience and flexibility to work in unfamiliar settings which returners can often supply: running a home and family encourages versatility and ability to sort out priorities quickly and these are assets.

Typists and Audio-Typists enjoy similar prospects.

Finally, we still meet returners who are doubtful as to whether secretarial skills can be acquired later in life: it is surely enough to point to the example of many who have qualified and to special courses, initial and refresher, arranged in colleges of all kinds. We have often heard that if difficulties exist, they are overcome by the strong motivation and keenness of mature students, who can in addition offer the qualities of maturity and longer experience of life.

For all kinds of office work, consult your local Job centre and private agencies for advice on prospects. The TOPS scheme, mentioned on p 29 may help many to qualify.

Note: In addition to office work, there is quite a good demand for teachers of commercial subjects. Those with good skills might like to explore the courses offered for teaching qualifications in many areas. Teaching in further and technical education can often be part-time.

INDUSTRY AND COMMERCE

Women constitute a considerable proportion of those employed in industry and commerce yet at present few hold management posts. Many dedicated career women have borne the brunt of discrimination and lack of opportunity in the past. No country is so richly endowed with talent that it can afford to waste its human resources by this kind of discrimination. Legislation recently before parliament is intended to combat this injustice in training, employment and other matters. Once there are legal sanctions to protect victims of discrimination, there should be a gradual and we hope steady improvement. At least legislation will establish that women with the right qualifications who apply for jobs must be seriously considered.

It will of course be necessary for well qualified women to come forward and compete for jobs: we already hear of lack of women candidates and there is a danger that the good intentions of the Sex Discrimination legislation may be endangered through default on the part of women rather than by any ill will. Parents and friends have the important task of encouraging the young to develop their abilities to the full and to accept the challenges of a wider choice of employment. This will not be easy: generations of conditioning have limited our outlook as to which jobs are "suitable" for women and recent memory of the difficulties of finding a high level opportunity in industry or commerce lives on. The husband's co-operation is vital for returners entering management.

What about openings in this area for returners? At the moment, with many men who have recent and valuable experience declared redundant, it may be particularly difficult to obtain employment. It is well known that older men too have difficulties in finding employment and it is unlikely that women would be in a more favourable position. However, it is hoped that opportunities will increase as the economy improves. Here are some suggestions for those determined to find an opening in this field of employment.

First, we must stress that any aspirant for management must be willing to offer full-time work and absolute commitment and reliability. Although some organisations are actively exploring how they can recruit and retain able women by schemes for part-time work, special leave arrangements and the provision of crèches, etc., we believe that it is likely that such plans will refer to those recruited in youth or possibly to those with a previous

satisfactory record of employment with the firm or with a comparable one. We doubt if similar conditions would be offered at this stage to a newcomer and the practicality of part-time for senior employees has still to be explored but there are exceptions.

Management today is highly specialised and its essential role of decision-making is based on information provided by specialists in a number of fields. In the past, management trainee schemes tended to be general in character, giving the trainee experience in various departments: today, young graduates are often appointed to fill specific vacancies and their career development progresses from expertise in one area. The demand for specific skills is helpful to women's prospects: in the days when "qualities of leadership" were the criteria, a woman who possessed them was often suspect. Today if she can offer evidence of relevant knowledge, she has a chance of consideration. Those who aim to reach senior posts in industry or commerce would therefore be wise to prepare by acquiring the knowledge and expertise required. Most areas offer Business Studies courses on a full- or part-time basis with entry at O or A level standard in GCE. This kind of course gives a valuable basis and the chance to specialise in one area or another. No job could be guaranteed as a result of taking such a course but relevant knowledge would obviously be an asset. Many universities and polytechnics offer undergraduate courses and some offer postgraduate courses in this subject. There is also the Diploma in Management Studies open to those with a degree, Higher National Certificate or Diploma or full membership of an approved professional body: study may be full- or part-time and the length of the course depends on the method of study.

Skills such as statistics, computer science, accountancy, law or personnel management, as described in the "Directory", are all relevant. It should be remembered that those who attain senior posts in their particular field will exercise some management functions: the home economist, for example, in charge of a department will be concerned with matters such as staffing, costing, budgeting, marketing, etc. as well as with the technicalities of product development and quality control. Management techniques are also needed in other settings such as the Civil Service, Health Service Administration, Housing Management, the difference being that the profit motive is absent though efficient administration and budgetary control are essential.

The scientist and technologist face obvious difficulties with the spectacular advance in knowledge and their chances will depend upon how far they have managed to keep up with their subject through contact with professional bodies, private study, etc. It is always worth making enquiries of educational and professional institutions in the area who might run relevant courses or provide opportunities for postgraduate study. A sound basis in a scientific

or technological subject should provide a foundation on which new knowledge can be built and it is unwise to jettison a valuable asset without exploring all possibilities. Some women have found it possible to bring their knowledge adequately up to date on the job plus private study. Research posts tend to be full-time but we have heard the view that to employ two part-time workers means that the employer has the benefit of two good brains for the price of one, since both will think about their work outside "office hours". Scientists and technologists can sometimes find their place in management where their initial training will be a valuable commodity, and the management courses we have mentioned would be open to them too.

There are normally openings for those who do not aspire to top jobs, many of which carry considerable responsibility and may bring supervisory duties in clerical work, accounts and possibly in laboratories for those with an adequate science background. The TOPS scheme (see p 29) may provide suitable applicants with training in industrial or commercial skills and openings depend upon local industry and the current economic climate.

We must mention **banking** specifically because banks have been particularly imaginative in employing part-timers in areas where there was a shortage of labour by means of twinning, week-on-week-off schemes and more conventional part-time work. This, however, applied when full-time workers were difficult to recruit and such opportunities are now rare, though part-time workers may be recruited for routine duties or at peak times on short term contracts. We have known of returners who have progressed to very responsible work from such beginnings and of others with banking experience who have returned to departmental posts. Since management posts depend not only on passing the professional examinations of the Institute of Bankers (10 Lombard Street, London, EC3) but upon the accumulation of knowledge and experience while in employment, the returner would have a good deal of leeway to make up, though the really determined candidate might be able to surmount this handicap. There are very few precedents to enable any generalisation to be made.

The **retail trade** is another major employer of women, and part-time posts were until recently plentiful. Here again their recruitment was often due to a shortage of full-time workers. Certainly there are prospects for temporary work at peak periods and some stores engage part-timers to cover lunch breaks and Saturday working. It is always worth making local enquiries. We have known of returners who joined the staff of large stores and, having shown good business sense and ability, were given every encouragement to take senior posts and study part-time.

Starting one's own business is a topic on which we do not feel confident in giving advice in general terms. Much depends on the individual's own business ability, though other factors such as demand, the general economic climate, etc. can spell success or failure. Some experience as an employee is obviously desirable and advice should be sought. Local Chambers of Commerce can be helpful and it is clearly wise to consult a lawyer and accountant.

HEALTH AND HOSPITALS

The efficiency of the National Health Service must obviously depend on an adequate supply of trained and skilled manpower. Since more women now enter medical schools, and since nursing and many of the professions supplementary to medicine are largely staffed by women, this field has special importance in discussing opportunities for returners who have such an important contribution to make.

Those qualified in medicine, dental surgery, nursing, pharmacy, medical laboratory technology and the professions supplementary to medicine will find details in the Directory about prospects and provisions for refresher courses. Returners who have been away from their professions for some time may not realise how many openings there now are—full-time, part-time and temporary. Some hospitals are so short of occupational therapists and physiotherapists, for example, that they offer great flexibility in hours and conditions and there may be schemes for Nursing Banks where a register of nurses who can give occasional work only enables them to be called on to help at peak periods. Private nursing agencies exist too in most areas. The interests of the patient remain paramount and the qualified will be the first to understand that they must be flexible too and accept their share of "unsocial hours". It is always worthwhile to make enquiries at your local hospital or area health authority and offer such service as you can.

The problem in all professions concerned with diagnosis and/or treatment lies less in lack of opportunity than in lack of confidence due to rapid advances in medical knowledge and to a consciousness that other people's lives and health are at stake. This is understandable but sound training supplies the foundation on which new knowledge can be built. We have stressed the importance of keeping in touch with one's profession and the Department of Health and Social Security's Women Doctors' Retainer Scheme throws new light on how professional knowledge and confidence can be maintained (see p 56). The idea of continuous contact when even regular part-time work is impossible could be useful in encouraging a more regular flow of

returners who are needed in other health service professions and we feel that regular maintenance sessions could be helpful and profitable.

The Department of Health and Social Security also encourages further training for women doctors, including those who only can or wish to work part-time, and in other callings too the returner can consider not only refreshing her knowledge but extending it. In nursing, for example, health visiting, community nursing (where returners could be particularly useful), industrial nursing or special areas of work could be prepared for. In the professions supplementary to medicine, the need for well qualified people to teach new recruits has often been mentioned and this could suit returners, who are willing and able to prepare for this vital task. There is some demand too for people such as dietitians or nurses to teach courses in their subject to students in technical or further education who need some knowledge (e.g. dietetics for catering students) and this would be on a sessional basis.

The unqualified will find that in most callings involving care of the sick, mature students are welcomed though training places are limited. (The long training for medicine and dental surgery and pressure on training places mean that exceptional qualities would be expected and the chance of acceptance is slight.) Studies include the sciences and those who lack such a background would be wise to remedy this by part-time study which would also help them to assess their abilities to follow a course. This would not guarantee a training place but might increase chances of acceptance. Training is almost invariably full-time with very few special schemes for State Registration and rather more for State Enrolment in nursing.

Many other people are employed in the health service. For the sake of brevity, we divide them into five main categories: with the exception of Office Staff who may work in administrative offices, hospitals are the setting in which they are employed. The job varies from one hospital to another.

Office Staff. Suitably qualified people will find opportunities to work as secretaries, clerks, receptionists, accountants, bookkeepers, medical records officers, stores staff, telephonists, etc. In some larger hospitals, ward clerks may be employed who deal with the clerical duties of the ward. Part-time vacancies are considerably fewer and full-time openings require suitable experience and/or the personal qualities demanded.

Hotel Services (caterers, catering staff, housekeepers, domestic workers, laundry and sewing room staff, etc.). Hospitals, as residential establishments, provide a full range of hotel services for patients and staff and there are usually openings for practical

work. Full relevant qualifications are required for senior posts, which carry great responsibility, and are usually full-time. We would mention that in addition to part-time practical posts, there are sometimes opportunities to help with the serving of meals which can suit women with family responsibilities particularly well. Supervisory posts may be offered in addition to domestic work where ability to organise and direct the work of others is essential.

Non-medical services for patients. Most hospitals provide extra amenities and services for patients with the aid of volunteers and an organiser of such services may be appointed on a paid basis. Openings are limited but might suit returners with initiative, tact and proven organising ability. Where there are long stay patients there may be facilities for hairdressing, beauty therapy, clothing administration, etc. which demand appropriate training and experience. In psychiatric hospitals particularly, there are occasional posts for organisers of activities, holidays, outings, entertainments, etc., which form part of treatment and rehabilitation. An understanding of patients' problems and of hospital organisation would be required.

Assistants or Aides to Qualified People. Sometimes, nursing, occupational therapy or physiotherapy aides or assistants work under the direction of qualified staff and assist with non-professional duties — i.e. the non-nursing care of patients; keeping stores, preparing equipment and routine activities in an occupational therapy department; preparation of treatment rooms and care of equipment, record keeping and reception of patients in a physiotherapy department, to name a few duties. IT MUST BE STRESSED THAT THIS KIND OF WORK IS NO SUBSTITUTE FOR FULL TRAINING. THERE ARE NO PROMOTION PROSPECTS. THE ONLY ENTRY TO PROFESSIONAL WORK IS BY FULL TRAINING. (We have, however, heard about some returners, particularly in nursing, who have gained the interest and confidence to train as the result of such occupation.) The appointment of paid play workers in children's wards is the subject of a recent report: play activities for children in hospital are regarded as important, but, with few exceptions, this work is done on a voluntary basis and is likely to remain so in the foreseeable future.

Technical Services — engineers, builders, plumbers, electricians, gardeners to name but a few callings may be employed in the NHS. At present few women are qualified to undertake such employment, except garden work, but with opportunities to train extending, there might be more scope in the future.

For all these and other opportunities first enquiries should be addressed to the Personnel Officer, attached to most hospitals.

WORK WITH CHILDREN, YOUNG PEOPLE AND IN EDUCATION

We give short notes about some of the opportunities open to those who would like to work with children and young people and in education. Some of the opportunities are listed in the Directory where details on training and prospects are given, though we add some comments in this section. Others require no formal training.

Many callings not specifically associated with children may in some posts bring considerable contact with the young — nursing (where it is possible to train for sick children's nursing), speech therapy where many patients are children, many of the professions supplementary to medicine, catering and housekeeping services, social work, etc. These are described in the Directory.

Babysitting services may be familiar to you and you may already know where to make enquiries. Agencies which deal with this kind of work will be listed in the 'Yellow Pages' telephone directory, and we would emphasise that there is considerable demand for care and supervision of school age children during school holidays. **Childminding** in your own home is another possibility: this is subject to strict regulations about accommodation, health and other matters and it is essential to consult your local authority where children under five who are not relatives are minded for gain. **Nursery nurses** are in constant demand in private families, day and residential nurseries, children's homes, schools and in some hospitals. (see p 58). In private posts, the work is by no means always residential.

Many parents have joined in the valuable work of **pre-school playgroups** while their own children were young. Although many playgroup supervisors have qualifications as teachers, nursery nurses etc., this is not a requirement and personal qualities are usually more important. Classes (usually in the evenings) are offered at a number of educational institutions. The organisation of playgroups varies, some being started by an individual or partnership, others being run by a committee of parents. Information may be obtained from The Pre-School Playgroups Association, Alford House, Aveline Street, London SE11 5DJ.

Teaching in schools is a career which attracts many women. That it is more easily combined with family responsibilities than many other callings is an advantage, but is not sufficient reason on its own for embarking on a career which makes great demands, academic and personal. In the past, the need for staff meant that posts for those already qualified and returning to teaching were comparatively easy to find, though local demand could vary. With the prospective decline in the school population after 1977, and

the need to match the supply of teachers to the staffing requirements of schools, the need for newly qualified teachers is being reduced and teacher training capacity is being contracted. Nevertheless opportunities to return to teaching or for mature students to train continue, though competition for places is more severe, as it is for young students, and employment prospects vary from area to area. If you are limited to working in one area, we strongly recommend enquiries as to estimated demand for teachers in that area. Willingness to work in any school within the area will obviously improve your chances of employment.

Some subjects are in greater demand than others, such as mathematics, sciences and home economics, and the outlook may be more favourable to those able to offer them. Besides a choice of subjects and age range of pupils to be taught, those who are interested in the special needs of pupils who are physically or mentally handicapped, the deaf, the blind or partially sighted or the maladjusted may find it possible to specialise. As well as school posts, there are some openings for home teachers of children unable to attend school, usually for health reasons, and in hospitals. They are recruited by the local education authority. (See p 66 for details about teaching).

Other posts in schools. There are sometimes opportunities for teachers' aides or assistants in schools for younger children who assist with non-teaching duties in the classroom and in secondary schools they may be appointed to deal with pupils' records, first aid matters etc. Occasionally, media resources officers are recruited to maintain and administer the wide range of teaching equipment now in use — tape recorders, slides etc. Qualified librarians may work in schools with large libraries. Economies may, of course, limit openings of this kind. Those with science qualifications might find employment as laboratory technicians in the science department and we have known a few scientists whose academic confidence has been so restored by such posts that they have moved on to teaching. Laboratory assistants are also employed on the more routine work and do not need a scientific training.

In boarding schools, there may be non-teaching housemistress or matron's posts with responsibility for the general wellbeing of pupils which demands the right personal qualities and some knowledge of domestic administration and home nursing. There is a special need for houseparents in boarding special schools for handicapped and maladjusted children: here the out-of-school care of children is complementary to their education and houseparents have an important role to fill not only with regard to the children's physical day-to-day care but also regarding out-of-school activities. As a rule, houseparents are given in-service training and may be encouraged to take appropriate qualifications such as the Certificate in the Residential Care of Children and Young People.

Teaching outside the school setting. Colleges of further education, technical colleges and institutions providing recreational courses offer scope for those with good academic, professional or craft qualifications + experience. A number of posts are part-time and could appeal to returners. Training for this kind of teaching, though desirable, is not yet compulsory. Besides teaching academic subjects up to A level for examination or recreational purposes, graduates may teach in technical and professional courses where students need relevant academic studies (e.g. science applied to hairdressing or languages for secretaries: students on many courses need English studies). The professionally qualified, besides preparing students for full professional qualifications, can teach those on other courses who need some knowledge of their subject, though not at the highest level (e.g. dietetics in catering courses, law and accountancy in business studies courses, engineering in technicians' courses). There is a steady demand for craft teachers and for teachers of office skills. (See p 66).

There is still an illiteracy problem in this country: about two million adults are in need of tuition to overcome this grave problem. Provision for this kind of teaching varies and is usually co-ordinated by local education authorities. There is plenty of scope for volunteers both to teach and to assist in other ways in this venture. Qualified and experienced teachers might find paid part-time employment teaching classes or on a one-to-one basis. Both volunteers and those seeking paid employment should consult their local education authority.

Teaching at degree level demands high academic qualifications and study beyond a first degree as a rule. Posts are competitive and not easy to find. For teaching and other professional trainings, good qualifications and experience are necessary.

Educational work that can be done at home. There is a steady demand for private coaching for young people who have difficulties in one subject or another. The teacher with recent experience of current teaching and syllabus might find work of this kind through a scholastic agency or a university's careers service: some of the graduates' agencies listed at the end of the section on 'Sources of Help and Advice' might be able to help too. Many areas also have coaching establishments. Correspondence colleges might offer some opportunities too. Music teaching has always offered scope for the private teacher. We are often asked about school examination marking: this is very concentrated work over a short period and good academic qualifications + recent teaching experience (one examination board asks for 3 years' experience within the last 10 years) is required. Applications for the panel of examiners are usually invited through advertisements in the national and educational press. Attendance at meetings to co-ordinate policy is usually required.

Youth Clubs provide ample opportunity for both paid and voluntary work (see p 68) and the **Careers Service** (p 41) is an interesting opening for those who like dealing with people (particularly the young) and finding out about careers.

PRACTICAL AND MISCELLANEOUS

Those who prefer practical occupations are in a fortunate position. The demand for their services is increasing, and opportunities for training are usually available under the TOPS scheme (see p 29) which will ensure that the course leads to the appropriate qualification or at least has relevant content. We have mentioned in the section on Educational Opportunities that courses may be provided in a subject such as dressmaking which are intended for personal interest only: others have a vocational and training character. It is therefore important to make the right choice for your purpose. Colleges will help you to decide, and it is well worth studying courses offered locally: they are often linked with local industries which means that there is an outlet for skills in the locality. The Employment Office, Jobcentre or Training Services Agency may be able to help you find the right training for your needs in a college, Skillcentre or within industry.

THE DRESS TRADE

In a number of fields, mass-production methods have indeed reduced opportunities: for example, private dressmaking is not now usually as financially worthwhile an occupation as it used to be, but there are other occupations which have an element of creativity. For example, for pattern cutting and alterations work, etc., a full dressmaking training is necessary. Dress design is highly competitive and demands a full vocational or degree course with an option in fashion. Opportunities, which are limited, are usually located in areas where the fashion trade is situated.

FURNITURE AND FURNISHINGS

Soft furnishing covers the making of curtains, loose covers, lampshades etc. It is not on the whole a job that can easily be done at home, however; the work is done on specialist machines in stores' or specialist shops' workrooms. Employers emphasise that women who are merely 'good with the needle' are not what they want: specialist training is essential. The London College of Furniture runs a number of courses: elsewhere there may be courses too. Make local enquiries.

Trade embroidery as opposed to the 'fine art' aspect offers some opportunities for those who take a full course which will enable them to undertake work on household linens and in the fashion trade.

Furniture making and designing courses are offered in various colleges and these may include special study of antique restoring, which is a topic on which we receive a number of enquiries. There is a shortage of trained piano tuners and this can be a suitable choice for women with family commitments who possess the attributes demanded by the work. There are TOPS courses for this occupation but training is currently only available in London and Newark.

TECHNICAL

Radio and TV servicing is at the moment an almost entirely all-male occupation, but there is no reason why this should continue to be so. Technical college courses (under TOPS) welcome women; the work does not require extensive academic knowledge but an interest in technical matters is, of course, helpful. This work could appeal to women who like to meet people as much of the work consists of visiting customers in their homes. The work has got a heavy lifting side to it from time to time.

Telecommunications technicians — this is even more technical involving servicing and repairing telephone equipment at telephone exchanges and occasionally in customers' homes. There are TOPS courses for City and Guilds Certificates.

For those who feel they would enjoy being amongst the vanguard there are opportunities to train as plumbers, welders, lathe operators and a host of engineering skills. The demand in these skilled crafts is expected to expand and, as a result of sex discrimination legislation and a shortage of skilled men in these fields, women should have no difficulties in getting jobs once the economy is more buoyant. They are welcome on TOPS courses but, needless to say, only women with pioneering spirit and indifference to being considered 'a bit odd', would choose such occupations.

CATERING AND COOKING

In this more traditional field, there is good scope. Anyone who enjoys cooking and is good at organising will find openings almost anywhere in the country, which may range from cooking regular evening meals for a family in which both parents are out at work all day, cooking directors' dining room lunches to senior management posts for which see Directory p 49. While for private posts no specific training is required, expert knowledge is, and an advanced cookery or general catering course (under TOPS) is advisable.

OUTDOOR JOBS

Jobbing gardeners are in great demand in many residential areas in private employment and by hospitals, schools, local authority parks departments and other institutions. Practical experience in such posts is more important than qualifications but some training

is of course an asset. Nursery gardens can provide some employment of a routine nature and garden centres occasionally have openings for those who can help with the care of plants and have the knowledge and experience to advise customers.

Traffic Wardens — those who are willing to be out in all weathers may find this worth considering. Three weeks' training is given after appointment. Apply to Metropolitan Police Office, 105 Regency Street, London SW1P 4AN for London area or local police station elsewhere.

Many of the careers listed in the Directory involve much time out of doors — Agriculture and Horticulture, nursery nursing, social work, housing management, for example.

OCCASIONAL WORK

Some agencies may offer temporary assignments such as meeting and escorting children at the beginning and end of school terms, occasional care of elderly people etc. Many of these are situated in London but local agencies will be listed in the telephone book, yellow pages.

We are often asked about work as guide lecturers in connection with the tourist trade. Vacancies are very limited and by its nature, the work is seasonal. It is also exacting and demands patience, tact and humour because it involves the 'shepherding' of groups who may not always be amenable. The London Tourist Board, 4 Grosvenor Gardens, London SW1, runs a course for guide lecturers, applications for which are considered between June and August each year. Knowledge of London and its history is demanded and fluency in a foreign language: Portuguese, Spanish, Japanese, Arabic, German and Italian are among those for which there is a demand. Completion of the course does not guarantee employment which must be sought with travel agencies, coach companies etc. Some regional tourist boards also offer courses, and we understand that languages may be required.

THE ARTS

The visual arts, music and drama are all highly competitive fields, as their practitioners will already know. The dedicated will probably have made every effort to continue to practise their art and will already know the difficulties. Geography itself can be a handicap if potential markets are inaccessible.

Those with high level qualifications in the arts who would like to teach others are referred to Teaching in the Directory, both in schools and in adult education. There are very limited training places for music therapy (in London — Guildhall School of Music) and for art therapy (at Birmingham Polytechnic School of Art

Education) open only to those with full graduate level qualifications or, in the case of art therapy, extensive teaching experience: the arts are used in the treatment of the mentally sick and handicapped mainly, and suitable personal qualities and the academic ability to absorb the course would be required. The work is usually sessional.

The visual artist could explore the courses offered by local art schools and polytechnics which are often geared to local industry and we have known some artists who have extended their talent by further study. A number of art schools are welcoming mature students who have talent. There are also schemes run by the Crafts Advisory Committee, 12 Waterloo Place, London SW1Y 4AU to provide practical workshop experience for graduate students and others wishing to make a career as an artist craftsman. A register of craftsmen and information about workshops in various areas of crafts is kept and enquiries should relate to a particular craft (ceramics, textiles, etc.).

SOURCES OF HELP AND ADVICE

ADVICE ON TRAINING AND CAREERS

National Advisory Centre on Careers for Women, 251 Brompton Road, London SW3 2HB (telephone 01 589 9237), the publisher of this book, offers careers advisory interviews in London only (appointment necessary) and information by post. It is NOT a placing agency. Fees on request.

The Employment Service Agency (ESA). Occupational Guidance Units are provided in over 40 offices where experienced officers advise those wishing to choose or change a career. They can give information about training and prospects. (See p 30 for ESA employment services where information about jobs rather than career planning is available).

The Careers Service, provided now by local education authorities, is charged with the prime responsibility of advising those in full-time education: this would include mature students. It is also open to returners generally to approach the Careers Service for information and advice. There are some local variations, depending on the resources of the Service. Enquire locally.

Educational Institutions of all kinds are usually willing to advise prospective students and to help them to choose the most suitable course for their purpose. Universities, polytechnics and some other colleges have appointments boards, now more usually called careers services. We would urge graduates, no matter how long ago they graduated, to consult their institution's service about further training and/or jobs.

Professional and Training Bodies publish helpful careers information. Some have student advisers. They would be able to advise returners and inform them about refresher and other useful courses. See Directory.

FINANCIAL HELP

This will be unnecessary in callings where training is on the job + individual study, e.g. nursing, or where employees are seconded for training, e.g. many students of social work are seconded by social services departments.

Local Education Authorities (LEAs) may award grants to mature students. For some courses, such as first degrees and over 40 courses designated as comparable, grants are mandatory, provided that applicants satisfy certain conditions which include possession of two A levels for designated courses. If a student is accepted by a university to read for a degree without this qualification under mature student entry, she can apply. Another condition is that applicants must have had no previous grant for education/training. If conditions required of applicants are not fully satisfied, a grant may be made at the discretion of the LEA and discretionary grants may also be awarded for non-designated courses. Grants normally cover fees, academic expenses and maintenance during term time: other allowances may be made for dependants, in respect of age of student etc., with many factors taken into account in assessing a grant such as personal income, marital status, etc. Regulations are complex, grants and allowances vary and both are liable to change: in addition, LEA policy varies. We therefore recommend early enquiries of the LEA for the area in which you live if you are seriously considering applying for a grant. Helpful pamphlets are published by the Department of Education and Science, Elizabeth House, York Road, London SE1 7PH.

Until 1975, the Department of Education and Science awarded a number of scholarships to mature students who had been offered a place to read for a degree at a university or other institution. This scheme has been discontinued and in future such students should apply to their LEA for a grant: their application will be considered in the usual way.

The Training Services Agency (TSA) has the duty to promote and provide training. An important part of its work concerns co-operation and co-ordination with the Industrial Training Boards which provide training for about 15 million people in industry. The TSA also assists industry by providing purpose built courses at 53 TSA Skillcentres (formerly Government Training Centres) where the emphasis is on engineering and construction work though courses in other trades are also provided; by supplying or

training instructors and promoting Training Within Industry. You may, therefore, benefit from its activities while in employment.

For those unlikely to receive training through their employer, the TSA also promotes training for the individual through its **TRAINING OPPORTUNITIES SCHEME (TOPS).** In 1973, 40,000 people trained through TOPS and it is anticipated that in 1976 nearly double this number will benefit. Training may be in TSA's own Skillcentres, in colleges of further education and other training institutions or employers' establishments.

To be eligible for consideration for this scheme, you must be 19 or over (people in their 50s are considered), willing to give up your present job and work in the job for which you wish to train, suited to the training selected and you must not have had a Government training course during the preceding five years. This does not apply where higher level courses in the same subject are concerned. If selected for TOPS, there are no course fees to pay and you will receive a tax-free allowance paid weekly (plus allowances for dependant adults or children), free credits of National Insurance contributions, a lodging allowance if it is necessary to stay away from home, free mid-day meals (or a weekly allowance if not available) and fares if you have to travel more than two miles to the place of training. TOPS has made training a practical proposition to many people who might otherwise have been unable to qualify themselves.

Training may last anything between 4 weeks and a year and there are opportunities for people of varied levels of attainment, including management courses, business administration, hotel and catering, secretarial and office skills — any realistic aspiration can be considered. Graduates should note that TOPS may put them through a postgraduate course, often necessary to make a degree marketable. TOPS has encouraged and enabled women to enter some careers previously unusual for them such as plumbing, heavy goods vehicle driving and technician training.

The TSA has seven regional offices situated in different parts of the country, and a number of district offices. Information about training opportunities and advice on employment can be obtained from any Jobcentre or Employment Office or TSA district office.

The Department of Health and Social Security. For some social work courses and for some but not all professions supplementary to medicine, grants may be awarded by the Department: **application is only through the school or college at which the student has been awarded a place.** In professions supplementary to medicine

where the Department does not award grants, application can be made to the local education authority. Colleges and schools will advise.

Postgraduate Studies. Grants may be awarded by the Department of Education and Science for postgraduate studies in the humanities and 'liberal studies' and by the Research Councils (Medical, Natural Environment, Science, Social Science) for courses in their area of study. Applications are made through the academic department concerned and individual applications are **not** entertained. The allocation of a place does not automatically bring a recommendation for an award and you are advised to ascertain the position and to consult the institution at which you hope to study.

Trusts. There are some Trusts which may consider applications for financial help from mature students who for one reason or another need such assistance. Study of a book of reference such as 'A Directory of Grant-Making Trusts', published by the National Council of Social Service can be helpful. **The Educational Grants Advisory Service,** 26 Bedford Square, London WC1B 3HU may be able to advise those who have difficulty in obtaining grants from statutory sources. ENQUIRIES BY LETTER ONLY: no telephone enquiries are accepted, and no interviews without an appointment.

THE SEARCH FOR EMPLOYMENT

When you are ready to look for a job, there are many organisations that may be able to help you. If you are professionally qualified, your professional body may advise and its journal may carry notices of 'Situations Vacant'. Training institutions may have contacts with potential employers and we have already advised graduates to consult their careers advisory service. It is always worthwhile to scan advertisements in the national and local press.

The Employment Service Agency (ESA) is responsible for public employment services. Returners will find the following aspects of its work helpful. It works in close liaison with the Training Services Agency to which it may refer clients likely to benefit from its training schemes, including TOPS. We have already mentioned its Occupational Guidance Units.

Jobcentres and Employment Offices are located in all areas. Jobcentres are a fairly new development and their numbers are to be increased. Here you can study details of vacancies and the staff can put you in touch with employers if you want to apply for any of them. Employment Advisers operate from a number of Jobcentres and Employment Offices and can help you to sort out your ideas and may be able to match your aspirations to an actual job or they may put you in touch with the TSA and the TOPS scheme.

Professional and Executive Recruitment (PER) is a separately managed branch of the ESA and has offices in most big cities: a Jobcentre or Employment Office can give you the address. PER deals with recruitment of professional, administrative, managerial, executive, technical and scientific staff for a wide range of appointments in industry, commerce, state service, etc. Experienced staff can advise you and sophisticated methods are used to link suitably qualified applicants to all kinds of professional and executive appointments.

Employment Agencies operate in all parts of the country and cover different fields of employment (e.g. office work, domestic, whether temporary, full-time or part-time). See your 'Yellow Pages' telephone directory. There are certain agencies which specialise in employment for returners or in part-time work for graduates and those with comparable qualifications, usually including secretarial work. We give the addresses of some of them.

The Over Forty Association for Women Workers, Grosvenor Gardens House, Grosvenor Gardens, London SW1W 0BS. (Interview by appointment only. London based. Full- and part-time office work, occasional resident housekeepers' posts).

University Women's Part-time Employment Agency, 49 Lyonsdown Avenue, New Barnet, Herts. (London area).

Graduates' Part-time Employment Bureau, 2 Wilderness Court, Onslow Village, Guildford, Surrey. (Guildford area. Mainly academic, coaching and part-time teaching).

Register of Women Graduates, 25 Charlbury Road, Oxford. (Oxford area residents only.)

Freelance Services (Joan Wilkins Associates Ltd.), 8 Lambolle Place, London NW3 4PD. (Central London only. Full- and part-time, freelance, short-term contracts. Secretaries, statisticians, economists, industrial market researchers, accountants, bookkeepers).

PLEASE SEND A SELF ADDRESSED STAMPED ENVELOPE WHEN MAKING ENQUIRIES

LOOKING FORWARD

1975 has been designated International Women's Year by the United Nations. Its purpose has been to consider the status and conditions of women throughout the world and to try where necessary to improve them. There are still some parts of the world where women labour under appalling difficulties, physical, legal and economic. At best they are regarded as second class citizens, at worst beasts of burden responsible for all the hard work but with little or no control over their persons, their children or the laws and customs of the community in which they live. International Women's Year has laid upon all of us a responsibility to be aware of these injustices and to do whatever is within our capacity to strive to improve the lot of our less fortunate sisters.

This booklet is concerned with women in the United Kingdom who are in a relatively happy position, legally and economically. Though some anomalies still remain, years of propaganda and work by the women's societies and their male supporters have resulted in legislation which has given to British women a large measure of equality with men, an equal voice with men in determining the government of the country at local and national level, the right to own and inherit property, to have custody of their children, to belong to trades unions, enter any profession and to have more or less equal access to educational and training opportunities with boys in their youth. Though the picture sounds reasonably rosy, there are still some changes which need to be made before British women can claim to have full and equal rights with men.

It is significant that in International Women's Year, two very important pieces of legislation have been in the news, both of which will have a profound and continuing effect on women's lives and opportunities. The first of these is the Equal Pay Act of 1970 and the second is the Sex Discrimination Bill of 1975. This is a bill 'to render unlawful certain kinds of sex discrimination and discrimination on the ground of marriage and to establish a commission with the function of working towards the elimination of such discrimination and promoting equal opportunity between men and women generally'. The bill has passed its second reading at the time of writing and could be on the statute book early in 1976. The Equal Pay Act is due to be implemented by December 29th 1975 and assurances have been given that this will happen. In one sense the Sex Discrimination Bill provides the 'teeth' necessary for the Equal Pay Act to work. Alone, it could be subject to many evasions and anomalies.

It has been common practice in the past to categorise certain occupations in industry as 'women's work' though often it was not the nature of the work which was the deciding factor.

Frequently it was unskilled, or of a kind called light work, or merely work which women and not men had traditionally done for years. It was usually rated very low and poorly paid.

Since women have never made up the large mass of the trades union movement and tend to be very traditional in their ideas of what is suitable for themselves, and certainly less militant in their demands, the hidden injustice of this practice, though not unchallenged, has persisted through centuries. Even in the professions women doing exactly the same work as their male colleagues were paid considerably less until quite recently. Their increments were less, their pensions less and in most cases their opportunities for promotion to top jobs were conspicuously less.

Now with the new bill, we must cease to think in terms of men's work and women's work for with very few exceptions, temporarily regarded as special cases and provided for, all trades and professions are open to both sexes and the rate for the job is the same irrespective of whether it is performed by a man or a woman. The Sex Discrimination Bill is therefore of tremendous importance for where opportunity and access is equal for both sexes it should be impossible to establish a double standard.

The Equal Opportunities Commission has already been provided for with fifteen members and a woman chairman and vice-chairman designate have been appointed. The function of the Commission is to work towards the elimination of discrimination and to promote equality of opportunity between men and women generally. It is also charged to keep under review the working of the Act and to report annually to the Secretary of State. The powers of the commission are very wide and cover research and education and formal investigations when necessary.

Under the terms of the Bill, it will be unlawful for firms, employers or organisations to discriminate on grounds of sex and persons who feel they have been discriminated against can appeal. In industry, tribunals will be set up with conciliation officers who will endeavour to bring about a settlement with or without the case going to an industrial tribunal. In complaints of infringement of the Bill where the tribunal considers the complaint is well founded, compensation may be given and action ordered by the respondent within a given period of time to obviate the effects of the discrimination upon the complainant. An act of discrimination can also be made the subject of civil proceedings in a county court in England and Wales and a Sheriff's Court in Scotland.

Discrimination on grounds of sex can take many forms and the Bill is complicated and explicit. Though most of the discrimination referred to in this Bill has affected women much more than

men, it is of course equally applicable to men who are discriminated against on grounds of sex alone. While those organisations which have campaigned for Equal Pay and Equal Opportunity for women will be watching the effects of this legislation and looking out for possible evasions with great zeal, it will be up to the individual to be aware of his or her rights and powers under the law and to protest when these are infringed. Existing organisations will always be glad to advise.

The passage of these laws will not create a new heaven and a new earth for women overnight. In fact most of us will not notice much difference in the immediate future. There will inevitably be the usual crop of evasions, absurdities and even jokes which seem to follow any progressive and reforming legislation. What we hope may become obvious very quickly is a change in public opinion. Men and women are invading each other's traditional strongholds in employment and training facilities. This is not a reversal of sex roles but a long overdue breakaway from sex role typing.

It is no longer a pipe dream to hope that eventually, freed from outdated prejudice and tradition, freed from purely financial considerations which in the past affected man's choice of work more than woman's, individuals will choose and do the jobs for which they are best suited and the ones which will give them the greatest work satisfaction. This latter is now recognised as a factor of vital importance in physical and mental health. Times are difficult at present and far from normal, but we must look ahead to the future — a future which holds for women greater opportunity than ever before and for many a second chance.

DIRECTORY

Short notes follow on prospects for (a) the qualified to return to full- or part-time employment and the provision of refresher courses or other means of bringing professional knowledge up to date and (b) prospects for the unqualified to train. ENQUIRIES SHOULD BE MADE TO THE PROFESSIONAL BODY IN EVERY CASE AND DETAILED INFORMATION OBTAINED.

We give the following information for mature students:—

Normal entry requirements in terms of General Certificate of Education (GCE): equivalents such as Certificate of Secondary Education Grade 1 (in lieu of O level) or Scottish examinations are also acceptable. These requirements are often complicated and various combinations of passes at O and A level may be acceptable: since this pamphlet is only intended as an introduction, these standards are indicated only in general terms, stressing essential subjects. Some latitude may be allowed to mature students, specially if they have relevant experience or related knowledge, and many professional organisations may admit them to training even if they do not wholly satisfy the normal entry standard. However, these standards are set in the light of experience and represent foundation knowledge of subjects necessary to pursue the course (e.g. mathematics for orthoptics) and/or capacity to study at a certain academic level (e.g. a demand for unspecified A level standard). So any concession is carefully made since it is unprofitable to admit students with little chance of success: maturity and knowledge of life on their own are no substitute for knowledge essential to the course. All professional bodies demand evidence, by examination pass or otherwise, of ability to use English.

Length of training and any part-time training offered. Graduates can qualify for a number of careers such as librarianship or teaching in a shorter time than non-graduates.

Upper age limits for entry to training are given only when they are specified. Most bodies have no formal regulation but pressure on training places must be considered: a reasonable expectation of working life after qualification is looked for to make the investment of money, time and trouble worthwhile.

Prospects for mature students to enter training. Although many training organisations welcome suitably qualified mature students, training places are limited and priorities in accepting students may change with the current economic climate.

For both returners and newcomers, there are local variations in prospects as well as fluctuations in demand and supply on a national level. As the economy recovers, demand will increase.

Certain abbreviaitons are used: GCE = General Certificate of Education. O and A levels = ordinary and advanced levels at which subjects may be taken. ONC and HNC = Ordinary National Certificate and Higher National Certificate (taken by part-time study). OND and HND = Ordinary and Higher National Diplomas (taken by full-time or sandwich course). Changes are to take place in these examinations, but there will be an interim period which will probably extend over some years.

Salaries. We have not included salaries because at the moment any estimate can be misleading since rates are subject to change. In addition, those re-training may not be earning for some years and it is impossible to hazard a guess at rates in the future. The returner to her original career may earn a salary related to a scale, and it will depend upon her place on that scale according to experience, qualifications, etc., and on the post she takes. Professional bodies may give an indication of current rates.

Further information on a career which interests you and for which you may be qualified to train may be obtained from the professional or training body. If you want more detailed information about careers generally, consult a careers book such as our own CAREERS, published by National Advisory Centre on Careers for Women, 251 Brompton Road, London SW3 2HB (price £1 by post), or CAREERS FOR GIRLS by Ruth Miller, published by Penguin, price £1.50.

ACCOUNTANCY

The Qualified. Good prospects for full- and part-time work. Consultancy and teaching have been suggested as possibilities for part-timers. It may even be possible to work at home in some branches. No specific refresher courses for returners, but professional bodies, large firms, colleges and correspondence courses may help.

The Unqualified. Entry standard normally two As and three Os in GCE (English and maths included). Training lasts 4-5 years (three years for graduates). A degree in accountancy or related subject may help to find training employment. Since the major part of training in all branches takes place in employment, prospects depend on employers' willingness to accept mature trainees. The Institute of Chartered Accountants in England and Wales allows women to work a four day week (or equivalent reduced daily hours) over an extended period during training.

The Institute of Chartered Accountants in England and Wales, Chartered Accountants' Hall, Moorgate Place, London EC2R 6EQ.

The Association of Certified Accountants, 22 Bedford Square, London WC1B 3HS.

The Institute of Cost and Management Accountants, 63 Portland Place, London W1N 4AB.

The Chartered Institute of Public Finance and Accountancy, 1 Buckingham Place, London SW1E 6HS.

Training is different in Scotland and Northern Ireland. Information from Institute of Chartered Accountants of Scotland, 27 Queen Street, Edinburgh EH2 1LA, Institute of Chartered Accountants in Ireland, 7 Fitzwilliam Place, Dublin 2, Republic of Ireland.

ACCOUNTANCY TECHNICIANS AND ACCOUNTING STAFF

New trainings have been instituted recently by the Chartered Institute of Public Finance and Accountancy (address above) and the Institute of Accounting Staff (23 Bedford Square, London WC1B 3HS) for those engaged on high level but not full professional work who are not going to take full accountancy training. For the former's examination, students take a two year part-time course leading to ONC in Business Studies or Public Administration (certain equivalents, including intermediate examinations of the accountancy bodies are acceptable in lieu) followed by part-time study while in appropriate employment. For the latter's qualifications, candidates study on a full-time, part-time, day release or evenings only basis for the qualifying examination and must obtain three years' appropriate practical experience.

ACTUARIAL WORK

The Qualified. Fairly good prospects full-time, more limited part-time. Refresher courses by correspondence may be provided by the Actuarial Tuition Service.

The Unqualified. Entry standard normally five GCEs (two, including maths, being at A level). Mainly graduate entry. Training on the job + private study takes 5-7 years. Employers tend to recruit younger candidates.

The Institute of Actuaries, Staple Inn Hall, High Holborn, London WC1V 7QJ.

ADVERTISING

(We are mainly concerned with advertising agencies and advertising departments of large firms. The term "Advertising" describes totally different occupations — account management, marketing, media management, copywriting and art. The comments that follow do not apply to administration departments or office staff for whom prospects are similar to those in other enterprises.)

The Qualified/Experienced. Employment prospects are reasonable if the gap in experience is short: the longer the gap, the less promising the prospects until it becomes virtually impossible to return. Part-time work in most of the occupations listed above is very rare: the established creative writer or artist with an outstanding reptuation might possibly find part-time or freelance work. Some research posts lend themselves more readily to part-time but since there are enough full-time applicants, prospects are poor.

The Unqualified. Most people train on the job: a number of young graduates are recruited as trainees. Some HNC/HND courses include Advertising and Marketing (entry standard 4-5 GCE passes, at least one being at A level): taking a course does not guarantee a job. CAM (Communication, Advertising and Marketing Education Foundation Ltd.) examinations are held for students who must normally be in appropriate employment. The advertising industry is well known for being one where most people employed are under 40 and returners would have difficulty in finding a post except in an administrative department.

AGRICULTURE AND HORTICULTURE

The Qualified. Good prospects for full-time work in some areas, part-time prospects not so good but still possible in some sectors. Seasonal work might offer some opportunities. Horticulture offers more opportunities than agriculture, including freelance gardening. Dairy work can offer some opportunities. No specific refresher courses for returners, but would suggest contact with local Institute of Agriculture which may offer short courses in specific subjects. The TOPS scheme might be helpful. (See p 29).

The Unqualified. Training is offered at various levels: (a) one year basic courses for practical workers: no specific educational entry standards (b) three year full-time sandwich courses demanding four GCE O level passes (usually including English, maths and a science — usually biology or chemistry) leading to OND (c) HND courses demanding a science A level + four GCE O level passes and (d) degree courses in agricultural or horticultural subjects which usually demand two A level sciences (including chemistry) + three supporting O levels. Theses courses are normally for young entrants. We advise some caution about taking up practical agriculture or horticulture because the work can be physically exacting to those unaccustomed to it.

The Women's Farm and Garden Association, Courtauld House, Byng Place, London WC1E 7JH.

ANIMAL NURSING AUXILIARIES

The Qualified. Good prospects for full-time, limited part-time work, depending on local demand. Short courses are given from time to time.

The Unqualified. Normal entry standard three GCE passes at O level including English and either a physical or biological science or maths. Training takes two years while in appropriate employment + part-time courses. Prospects depend on obtaining a suitable job in a veterinary practice or centre.

The Royal College of Veterinary Surgeons, 32 Belgrave Square, London SW1X 8AP.

ANIMAL TECHNICIANS

The Qualified. Good prospects full-time, part-time work rare. No refresher courses. Part-time courses if locally available recommended.

The Unqualified. No specific entry standard, but in-service training shorter for holders of GCE O levels in English and biology, or zoology or human physiology.

Mr. G. A. Thomson, Animal House, St. Thomas's Hospital Medical School, Lambeth Palace Road, London SE1.

ARCHITECTURE

The Qualified. Normally good prospects for full- or part-time work. No specific refresher courses for returners who are advised to obtain any kind of employment in an architect's office and ease themselves back into the profession. There are a number of post-

graduate courses for those wishing to specialise in subjects such as Urban Design, etc. Immediate prospects unpromising.

The Unqualified. Normal entry standard five GCE passes, at least two being at A level. English and maths or a science essential. Those offering a biological science need to have maths. Physics often required. Training takes seven years (two in employment). Some schools are prepared to accept mature students. In exceptional circumstances only, if a candidate cannot join a School, the RIBA should be consulted and may approve an independent tutor.

Royal Institute of British Architects, 66 Portland Place, London WIN 4AD.

ARCHIVE ADMINISTRATION

The Qualified. Reasonably good prospects for full-time, limited part-time work.

The Unqualified. Normally graduate entry (history, classics, law, modern languages are all useful and, nowadays, science or social science). Training takes one year full-time (occasionally there may be part-time study over a longer period). Prospects for training depend on the school.

The Hon. Secretary, The Society of Archivists, County Record Office, County Hall, Hertford.

BANKING See p 17.

BEAUTY THERAPY

The Qualified. There are opportunities for those with thorough initial training to return to full- or part-time work. Refresher courses are offered in a number of colleges and returners are recommended to take them because of recent changes in the work.

The Unqualified. Normal entry standard varies: four GCE passes may be required for some two year courses and some knowledge of chemistry and/or physiology are desirable. Colleges may consider mature students and it is worth enquiring about one year courses under the TOPS scheme. There are some six month courses which might suit some who have relevant experience. Thorough training in all areas of beauty therapy is essential.

The Confederation of Beauty Therapy and Cosmetology, 69 London Road, Sevenoaks, Kent.

BOOK-KEEPING See p 13.

The Qualified. Very good opportunities for full- or part-time work. Many colleges offer courses in book-keeping that could be

helpful to the returner. These may be on a part-time basis. (See also Accountancy.)

The Unqualified. No formal entry standard may be required, but obviously aptitude for dealing with figures is essential. Courses may be offered at private and local education authority colleges, often in conjunction with secretarial subjects, and may be on a part-time basis.

CAREERS SERVICE

The Qualified. Good prospects for full-time work in many areas. Part-time posts have been rare in the past but there are signs of a limited increase of such openings in some areas. In-service courses might help to bring knowledge up to date and to introduce specialisations.

The Unqualified. Normally one of the following is required for entry to one year training courses: degrees, social science qualifications, teaching qualifications, HNC/HND, or equivalent professional qualifications. Those of 27+ who cannot offer such qualifications but have appropriate experience and an educational background that will enable them to complete the course may also be accepted. (N.B. recent figures show that over 40% of students were 27+.) Careers Officers may be recruited by local education authorities, given induction training and seconded to a training centre of which there are currently about 16 situated in different parts of the country. Other students may enter training first, some being in receipt of a LEA grant and others through the TOPS scheme. With recent expansion in the responsibilities of the Careers Service, opportunities are promising.

Careers Service Training Committee of the Local Government Training Board, 8 The Arndale Centre, Luton, Beds LU1 2TS.

CHIROPODY

The Qualified. Good prospects for full- and part-time work both in the public sector and in private practice. Refresher courses may be arranged on an individual basis.

The Unqualified. Normal entry standard five GCE passes including English and preferably maths or a science. Training takes three years at a recognised school. Acceptance depends on the school, but mature candidates are usually welcome.

The Society of Chiropodists, 8 Wimpole Street, London W1M 8BX.

CHURCH WORK

The Qualified should make enquiries in their own area from Church authorities. There is usually plenty of work to be done on a voluntary basis, though financial pressures limit paid appointments.

The Unqualified who believe they have a vocation, should consult their local Church, and may find there are opportunities to train for pastoral work of various kinds.

CITIZENS' ADVICE BUREAUX

There are 675 Bureaux situated in most areas of the U.K. They are local self-governing units, with local recruitment and there are local area and national arrangements for training. Administration is in the hands of an Organiser and the work is conducted mainly by volunteers, though some full- and part-time paid staff at local and national level may be recruited according to local and national needs. Staff, both paid and voluntary, come from a variety of backgrounds (social work is particularly relevant).

Further information from your local Citizens' Advice Bureau (see telephone directory for address).

CIVIL SERVICE

The Civil Service is taking steps to ensure that the abilities of women are given adequate scope by arranging conditions that will enable them to make their full contribution, such as part-time appointments, flexible working hours, annual and special leave arrangements and access to training for returners, among other points.

The Ex-Civil Servant. It has recently been announced that agreement has been reached with the National Staff Side that civil servants who have resigned may apply for re-appointment in the grade reached at the time of resignation.

The Mature Entrant. The following schemes of recruitment are open:

1. Clerical Assistant — normal entry standard two GCE O level passes including English or by special tests. For London posts, apply to Civil Service Commission: elsewhere to local Employment Service Agency (ESA) office or to the government department of your choice.

2. Clerical Officer — normal entry standard five GCE passes including English or by Civil Service Commission examination for London posts. Elsewhere apply to local ESA office or to the government department of your choice.

3. Executive Officer — normal entry standard five GCE passes including English, two being at A level taken at one examination. Upper age limit 28. Apply via Civil Service Commission.

Note: Although the upper age limit for recruitment as Administration Trainee is 28 (graduate entry), many such vacancies are filled by Executive Officers or from classes other than the Administration Group. Mature recruitment at this level is exceptional.

4. Professional Appointments — the Civil Service employs many qualified people — architects, accountants, statisticians, doctors, lawyers, engineers, etc. Usually there is no upper age limit. Vacancies are advertised.

5. Secretaries, shorthand typists, copy typists and audio typists are recruited. Enquiries to any ESA office or to the government department of your choice.

The Civil Service Commission, Alencon Link, Basingstoke, Hants RG21 1JB.

COMPUTERS

The Qualified. Normally good prospects for senior staff to return full-time: part-time is rare. At present, prospects generally not so promising. Experienced programmers may be given assignments by their ex-employers occasionally, and some agencies deal with freelance work: experience and proven ability would be expected. In-service refresher courses might be provided or returners might benefit from courses offered in polytechnics and technical colleges. Data preparation clerks and computer operators might receive in-service re-training.

The Unqualified. School leavers with A level maths may be trained as programmers, but it is unlikely that returners so qualified would be considered. Graduates also are trained as programmers. Degree courses in computer science are offered or the subject may be combined with related subjects. Post graduate courses are open to those with relevant degrees. The British Computer Society holds examinations, part II being of honours degree standard, for those in the industry. ONC/HNC and OND/HND courses are offered in computer studies. On the whole, in-service training is more difficult to obtain after about 25, but those with an appropriate academic background might be considered up to about 35. Policy varies. Data preparation clerks and computer operators might find it possible to train through TOPS courses.

The British Computer Society, 29 Portland Place, London W1N 4AP.

DENTAL

DENTAL SURGEONS. The Qualified: good prospects of employment full- or part-time. Arrangements for refresher courses at a dental school normally made on an individual and ad hoc basis.

The Unqualified. Good A level passes in physics, chemistry and biology or zoology normally required. Scientific studies at a high level are a part of the course. Training takes 4½-5½ years approximately. Some dental schools consider mature candidates who offer a very high standard.

The General Dental Council, 37 Wimpole Street, London W1M 8DQ.

DENTAL AUXILIARIES (who work in schools and hospitals under the direction of dental surgeons helping to provide dental treatment for children).

The Qualified. Good prospects full- or part-time in most areas. Refresher courses are arranged on an ad hoc basis.

The Unqualified. Four GCE passes including English, biology or a similar science subject at O level. Training takes two years full-time. There is only one school, situated in the London area. Students tend to be under 25 but no applicant would be refused solely on account of age.

The General Dental Council, 37 Wimpole Street, London W1M 8DQ.

DENTAL HYGIENISTS

The Qualified. Very good prospects for full- or part-time work. Ad hoc arrangements for refresher courses are made to suit the school and the individual.

The Unqualified. 4-5 GCE passes at O level including at least one science subject. Training takes at least nine months at hospitals in Birmingham, Bristol, Cardiff, Edinburgh, Manchester and London. Mature applicants would be considered on their merits.

The General Dental Council, 37 Wimpole Street, London W1M 8DQ.

DENTAL SURGERY ASSISTANTS

The Qualified. Good prospects for full- or part-time work.

The Unqualified. No specific GCEs but good educational background required. Training can be "on the job" plus part-time day or evening classes. Courses (usually one year) are offered in a number of dental hospitals and some technical colleges. Reasonable prospects for mature students.

The Association of British Dental Surgery Assistants Ltd., Bank Chambers, 3 Market Place, Poulton, Lancs. (or local enquiries).

DIETITIANS

The Qualified. Generally good prospects with local variations for full- and part-time work. Refresher courses are held regularly every two years and also occasionally as required on a local basis. Dietitians already working in departments may be glad to allow their "rusty" colleagues to join them for a month or so to update knowledge.

The Unqualified. Normal entry standard — five O level passes, including English language and chemistry, mathematics valuable. Training takes four years but with five GCE passes including chemistry and another science at A level can be completed in three years. Graduates whose degrees included human physiology and biochemistry or nutrition, teachers of home economics, those fully qualified in Institutional Management or in Hotel and Catering Administration, State Registered Nurses and holders of certain Diplomas in Home Economics can take an 18 months' course. Prospects for mature students reasonably good.

British Dietetic Association, 305 Daimler House, Paradise Street, Birmingham B1 2BJ.

ENGINEERING (Chartered Engineers)

The Qualified. We have consulted the engineering organisations and their replies appear to follow a similar pattern. Prospects depend upon the length of the gap in experience and on how far the individual has kept in touch with her profession and developments within it. Elsewhere we have mentioned the importance of maintaining contact with professional bodies, and this is an instance where this is of the utmost importance. If knowledge is up to date, prospects are reasonably good for full-time employment, depending on the general economic situation. Part-time is much more difficult though some institutions suggested there might be opportunities in education and training or possibly in consultancy work, particularly where long term planning projects are concerned. Refresher courses are very few but most institutions hold short courses and technical meetings which can be helpful, and it is worth making enquiries at universities, polytechnics, technical colleges and approved correspondence colleges.

The Unqualified. For a degree in engineering or in one of its special areas, maths and physics at A level are usual requirements. Training takes a minimum of six years (three years for a degree + at least three years' practical training and experience). It is also possible to qualify by taking the examination of the Council of Engineering Institutions's examination (in two parts), entry standard two A levels or entry to Part II via HND in appropriate subject, by studying preferably at a college. Degrees in mathematics, physics or chemistry can also provide a good basis with

further training for engineering. Prospects as above.

The Women's Engineering Society, 25 Foubert's Place, London W1V 2AL.

Council of Engineering Institutions, 2 Little Smith Street, London SW1P 3DL.

ENGINEERING (TECHNICIANS)

There is an increasing demand for "support staff" or technicians in all engineering specialisms. At present there are very few women technicians but this is purely for reasons of tradition. Technicians work in drawing offices in virtually all engineering areas; in quality control and testing, largely in electronics and electrical engineering, in traffic surveys and enquiries in municipal and civil engineering, etc.

Training at the moment is largely on the job with day-release, or by pre-entry courses. Entry requirements are usually four O levels including maths, and so far no exceptions for mature students have been made.

An important development is the restructuring of technician training by the new Technician Education Council whose awards will gradually replace existing National Certificates, City & Guilds and similar qualifications. In future, starting in 1976 technician training will be much more flexible than it is now and it will therefore be easier for women to qualify. TEC awards will be granted on completion of "unit-based programmes". Students will "accumulate credits", training for which may have been either by part-time or full-time study or by a combination of the two; there will be no rigid time-span within which credits must be obtained. Women who have not got the necessary maths (and in some cases the necessary physics) may catch up on these subjects before or while studying for TEC qualifications. TEC qualifications will also be awarded for management/supervisory "units", as technician jobs often include responsibility for the work of others.

Technician Education Council, 76 Portland Place, London W1.

ENVIRONMENTAL HEALTH INSPECTORS (Previously Public Health Inspectors)

The Qualified. Reasonable prospects for full-time, limited for part-time. No refresher courses.

The Unqualified. Normal entry standard five GCE passes including English, mathematics and two sciences, two subjects being taken at A level. Training takes 3-4 years by day release, sandwich course or by degree (Aston and Salford). Reasonable opportunity to train.

Environmental Health Inspectors' Examination Board, 19 Grosvenor Place, London SW1.

ESTATE AGENCY (See Surveying)

FLORISTRY

The Qualified. Very good prospects for full-time and part-time work.

The Unqualified. Normal entry standard good general education. Various private schools offer full-time and short intensive courses and there are full-time (usually one year) courses at some technical colleges, day release and evening classes. Many learn as trainees: wages while learning are low unless other skills such as secretarial or sales experience can be offered.

British Flower Industry Association, 281 Flower Market, New Covent Garden Market, London SW8 5NB.

HAIRDRESSING

The Qualified. Good prospects both full- and part-time. Enquiries should be made to technical colleges providing training who might be willing to help returners to bring knowledge up to date. There are a number of special and advanced courses offered by manufacturers and schools of hairdressing which are often detailed in the "Hairdressers' Journal".

The Unqualified. Normal entry standard good general education. Many hairdressers train by apprenticeship lasting three years. This might be difficult to arrange for a mature candidate but many qualify by means of a recognised two year full-time course offered in a number of technical colleges.

British Hairdressing Apprenticeship Council, 11 Goldington Road, Bedford.

HEALTH SERVICE ADMINISTRATION

The Qualified/Experienced should consult the Personnel Officer of their Regional Health Authority who will be able to give information about local vacancies. These are often advertised in the local and national press and in journals such as the 'Health and Social Services Journal'. Demand varies from area to area, and local enquiries should be made. Part-time appointments will also depend upon the needs of the Service. There may be helpful in-service courses for those whose knowledge needs up-dating.

The Newcomer. Graduates or those holding relevant professional qualifications (e.g. in accountancy, personnel management, law) may be considered for training posts in the Junior Administrative Grade where they receive formal tuition and gain practical experience. There is an upper age limit of 30 for this scheme which lasts for 2¼ years. A certain amount of mobility within the region is

essential. Trainees are expected to work for appropriate professional or comparable qualifications, such as those of the Institute of Health Service Administrators, the Institute of Personnel Management or the Institute of Purchasing and Supply. Other training schemes are geared towards A level school leavers. There are many posts in Health Service Administration which offer interesting and progressive prospects in addition to the training schemes.

For information apply to your Regional Health Authority.

HOME ECONOMICS

The Qualified. A reasonable chance of employment full-time in normal times, though home economics departments may suffer, as do other callings, during difficult economic times. There has been some development in freelance work and short term assignments: the home economist's contribution to industry and commerce is now more widely recognised and firms who cannot run permanent home economics departments may employ the freelance. For most posts, an established reputation and considerable experience is necessary, but there may be some short term assistant's posts for special events or promotions. There are no formal refresher courses but it would be worth while to consult Home Economics Departments in local colleges. Home Economists who have been away from their profession for some time may not be aware that scope for employment is more varied with the development of Consumer Advice Centres and some posts in the welfare field.

The Unqualified. Four O level passes are required for entry to two year full-time Certificate courses, offered in a number of colleges; one A level and four subjects at O level including English and a science subject for three year full-time Diploma courses offered in Birmingham, London, Salford and Sheffield; two A levels plus supporting O levels for degree courses. These courses are intended for younger students but there is no formal upper age limit.

The Association of Home Economists Ltd., 307 Uxbridge Road, London W3 9QU.

Note: The National Council for Home Economics Education, 214 Middle Lane, Hornsey, London N8 7LB organises a number of examinations, including the Certificate and Diploma mentioned above. A number of examinations are directed towards the practical application of Home Economics skills. Of special interest to returners is the shortened course for mature students leading to the Certificate in Home Management and Family Care, lasting one year full-time. Its aim is to prepare students for posts as assistants to professional staff in community service, small establishments both residential and non-residential, boarding schools, homes for groups with special needs (e.g. the handicapped), private households and, a relatively new development, in hospitals.

HOTEL, CATERING AND INSTITUTIONAL MANAGEMENT

The Qualified. Excellent prospects both full- and part-time, but not evenly distributed throughout the industry and with varying local conditions. The welfare sector (schools, hospitals, etc.) is particularly promising and a post in education can be practical for those with family responsibilities. There are no refresher courses as such, but certain colleges (Bournemouth, Norwich and Westminster) run a few informal courses: if demand is made known, others may be willing to help. There are a number of relevant courses available in technical and other colleges.

The Unqualified. Normal entry standard: four O level passes in GCE (for two year OND courses); approriate OND or five CCE passes including one at A level for three year sandwich courses leading to HND; five passes including two at A level for degree courses at universities of Strathclyde and Surrey. Prospects are reasonably good for mature students. There is a special abridged course for them leading to the HCIMA qualification in Institutional Management lasting for one year, open to those with good educational background and relevant experience and available in London, Bath, Manchester and Shrewsbury.

Hotel, Catering and Institutional Management Association, 191 Trinity Road, London SW17 7HN.

HOTEL AND CATERING — OTHER OPPORTUNITIES

(By this we mean openings for skilled catering staff, housekeepers, receptionists, etc.)

The Qualified. Good opportunities both full- and part-time, with local and seasonal variations. Again the welfare sector is promising and schools may offer a practical opening.

The Unqualified. There are a number of courses lasting between 1-3 years for various types of hotel work. As a rule there are no rigid entry standards. It would be wise to consult the Employment Service Agency regarding local demand and the TOPS scheme might be helpful.

Hotel and Catering Industry Training Board, PO Box 18, Ramsey House, Central Square, Wembley, Middlesex HA9 7AP.

HOUSING MANAGEMENT

The Qualified. Good prospects full-time; no clear pattern for part-time which depends on local circumstances. Some voluntary housing associations might offer a few part-time posts. No refresher courses as such but the Institute or colleges run general refresher courses from time to time.

The Unqualified. Normal entry standard five GCE passes, two being at A level, English language being included. Some special arrangements for those of 35+ after three years' experience. Three year courses + one year's practical experience are offered at Bristol and Sheffield Polytechnics, but most train by in-service methods plus day or block release supported by private study. Graduates may qualify in 18 months - two years. Since in-service training is essential, much depends on the employing authority's willingness to accept mature candidates.

The Institute of Housing Managers, Victoria House, Southampton Row, London WC1B 4EB.

Note: There may be supporting posts such as housing visitors and welfare staff, housing advice staff and other non-qualified work which might be done on a part-time basis.

INSURANCE

(There are many different types of work available under this heading. We deal first with the fully professionally qualified.)

The Qualified. Good prospects full- or part-time. Individual employers may arrange special training which may be either "on the job" or at special short residential courses.

The Unqualified. For entry to Chartered Insurance Institute's examination, normal entry standards either three A level passes or two A and two O level passes in GCE which must include English: one A level pass must be selected from a list of approved subjects. ONC/OND in Business Studies is also acceptable. Certain degree courses relevant to Insurance and HND Business Studies can earn their holders certain exemptions. Training takes about three years and consists of part-time study while in appropriate employment.

Note: In addition to the fully professionally qualified, the insurance industry offers many posts for those with different abilities — clerical, secretarial, routine technical work, actuarial, statistical and computing posts.

The Chartered Insurance Institute, 20 Aldermanbury, London EC2V 7HY.

JOURNALISM

This is always a difficult career to comment on as well as being a difficult one to enter, being highly competitive. The experienced journalist who leaves her employment may keep in touch by freelance work: this depends on skill and the possession of an established reputation. We doubt whether a mature candidate would stand much chance of being appointed as a trainee.

LANDSCAPE ARCHITECTURE

The Qualified. Good prospects for full-time, less good for part-time though there may be opportunities in private practice. No refresher courses at present.

The Unqualified. Normal entry standard five GCE passes, at least two being at A level. Many courses are postgraduate and a number of mature students, trained in associated disciplines such as architecture, town planning, engineering, horticulture and degrees in subjects such as botany, geography, etc., become landscape architects later in life. Non-graduates take a four year full-time course offered at polytechnics in Leeds, London (Thames) and Manchester and at Gloucestershire College of Art. Most courses are postgraduate (two year full-time or 3-4 part-time) at universities of Newcastle, Manchester, Sheffield and Edinburgh and at Polytechnics in Birmingham and Nottingham. The mature student with relevant qualifications and preferably some appropriate experience would stand a better chance to take a postgraduate course than would the unqualified to start from scratch.

The Institute of Landscape Architects, Nash House, 12 Carlton House Terrace, London SW1.

LANGUAGES

A very high standard of proficiency in spoken **and written** languages is required for a career as a linguist and this must be maintained by those who wish to return to employment. Degree level or outstanding fluency is required for interpreting or translating work, which nowadays is often supported by training. Good secretarial skills + really reliable linguistic skill is required for secretary/linguist posts. For teaching, see appropriate section. Full-time one year courses in interpreting and translating are offered at the Universities of Bath and Bradford and at the Central London Polytechnic, open to graduates (c those with outstanding qualifications). Since most of the work involves highly specialised material — commercial, scientific, technological, legal — the linguist must also be a specialist and be willing to learn about the application of languages to specialised areas. There is little scope for literary translation for which an established literary reputation is usually required. The highly qualified linguist might find a chance to do interpreting or translation work on a short-term basis at trade fairs, etc. and should try to place her name on the books of agencies specialising in linguists' posts: a high standard is required. We have also met women trained in science or technology with a gift for languages who have become skilled translators and abstractors in their special field.

Most universities offer courses in languages as do polytechnics, and languages can form part of business studies courses and secretarial training. The Institute of Linguists, 91 Newington Causeway, London SE1 6BN holds examinations.

LAW (BARRISTERS)

The Qualified. It is possible though not easy to return. It takes time to build up a practice or to re-build it. To be a practising barrister one must make practice one's primary occupation, though hours can be flexible. Ideally, it would be helpful to do a pupillage of six months to refurbish knowledge, but owing to pressure of recruits this may not be easy to arrange.

The Unqualified. There is now graduate entry only, though special consideration may be given to mature students among other categories who would have to put up a strong case in terms of educational standard and/or relevant experience. Length of training varies according to previous studies. Law graduates may be given certain exemptions according to their degree studies: non-law graduates might be able to complete the Bar examinations in two years. Students must join one of the Inns of Court and attend three dinners for eight terms (there are four in a year) and must pass the Bar examinations. Those wishing to practise as Barristers must keep a further four terms and complete a year of pupillage — a period of apprenticeship under the guidance of an experienced Barrister.

The Council of Legal Education, 4 Gray's Inn Place, London WC1R 5DX.

Note: For Scotland apply to The Clerk of the Faculty, Advocates' Library, Parliament House, Edinburgh; for Northern Ireland to The Under Treasurer, The Royal Courts of Justice, Belfast.

LAW (SOLICITORS)

The Qualified. Usually no problem arises at present in finding employment (with local variations). The Law Society provides annual refresher courses (lectures also available in pamphlet and cassette form) not specifically designed for returners. Quite a number of women accept "locum" or temporary employment when family commitments prevent permanent employment.

The Unqualified. Normal entry standard five GCE passes (including two at A level) or four passes (three at A level). English must be included. Non-graduates take a course lasting about a year and must pass at least three out of five papers of Part I. They then serve four years as an articled clerk with a solicitor and prepare for Part II of the examination. There is discretionary power to allow part, at any rate, of this period to be part-time. Law graduates are usually exempt from Part I: they may take a full-time course at the College of Law or at certain polytechnics in preparation for Part II either before or after entering articles for two years. Graduates in other subjects may take Part I by means

of a full-time course before entering articles for two years or they may enter straight into articles for 2½ years and take Part I during this period. Preparation for Part II may be before or after entering articles.

The Law Society, 113 Chancery Lane, London WC2A 1PL. (For Scotland consult The Law Society of Scotland, Law Society's Hall, North Bank Street, Edinburgh 1; for Northern Ireland, The Incorporated Law Society of Northern Ireland, Royal Courts of Justice, Belfast 1.)

LAW (LEGAL EXECUTIVES)

The Qualified. Good prospects full-time and reasonably good part-time, though part-time opportunities may be limited to certain areas of work. No specific refresher course.

The Unqualified. Normal entry standard a pass in English at O level, though most candidates offer several O and A level passes. Study is by day release or evening classes while in appropriate employment and three consecutive years of qualifying employment in a solicitor's office whether in practice, central or local government, commerce, etc. Part-time employment is acceptable. The chance to qualify depends on obtaining "qualifying employment" in a solicitor's office and prospects are good for those with previous experience, secretarial skills, etc., who can be immediately useful.

The Institute of Legal Executives, Ilex House, Barrhill Road, London SW2 4RW.

LIBRARIANSHIP

The Qualified. Fairly good prospects for full-time work, but not in all areas. Few part-time openings. No refresher courses at present but under discussion. The supply of librarians is at present adequate to fill the posts available.

The Unqualified. Normal entry standard five GCE passes (English included), two being at A level. Non-graduates may take a degree in librarianship (3-4 years) or a two year course. Graduates take a one year course in a university or school of librarianship. Practical experience before, during or after the course is required. Prospects for candidates to enter a school of librarianship are less favourable after the age of 35-40.

Note: Part-time work is usually only available at clerical level.

The Library Association, 7 Ridgmount Street, London WC1E 7AE.

LOCAL GOVERNMENT

Local government is one of the major employers in the country and among its employees are accountants, architects, social workers, teachers, lawyers, librarians, catering experts to name but a few callings. Those qualified in many disciplines may find themselves in local authority employment. Part-time posts may be limited or concentrated in some unqualified callings (e.g. welfare assistants or clerical work). Refresher courses or in-service training may be provided. It is difficult to generalise about prospects in this field (a) because they are so varied and (b) because policies vary between different authorities. Local enquiries as to prospects for full- or part-time employment in general or administrative grades is recommended: professional posts will be advertised through the usual channels. At the time of going to press (summer 1975), cuts in expenditure may limit opportunities to some extent, particularly for part-time employment.

MARKET RESEARCH

The Qualified. Good opportunities for full- or part-time work. No formal refresher courses, but employers may help with "on the job" re-training.

The Unqualified. Normally graduate entry (economics, statistics, psychology, sociology particularly relevant) or appropriate HND with Marketing option, for posts of responsibility. There could be opportunities for trainee analysis supervisors, full-time or part-time, and for interviewers, usually but not always part-time. Market research clerical work can be a good option for those with intelligence, enthusiasm, willingness to take responsibility.

The Market Research Society, 51 Charles Street, London W1X 7PA.

MEDICAL LABORATORY TECHNOLOGY

The Qualified. Very good prospects for full-time, good, varying locally, for part-time. No refresher courses, but we understand that those who have kept in touch with the Institute experience no great difficulty and there is a steady stream of returners.

The Unqualified. Normal entry standard four GCE passes, two being science and/or maths and one must demonstrate use of English. With O levels only, training takes four years. ONC may be prepared for while in appropriate employment, OND by sandwich courses. It is also possible to enter at A level standard with passes in suitable science subjects and take HNC/HND after two years' study: ONC/OND holders also progress to HNC/HND courses. Graduates with relevant degrees may become eligible for Associateship of the Institute and State Registration after a year's

experience and training. Experience in employment is required of all entrants before registration.

The Institute of Medical Laboratory Sciences, 12 Queen Anne Street, London W1M 0AU.

Note: Certain colleges offer courses in Medical Physics/Physiological Measurement. There is a Joint Education Committee representing the Cardio-Pulmonary Technicians' Associaion, Electro-Physiological Technicians' Association, Hospital Physics Technicians' Association and the Society of Cardiological Technicians.

Medical laboratories may also provide opportunities for non-qualified staff for routine non-professional jobs.

MEDICINE

The Qualified (i.e. those who have successfully completed academic and clinical training **and** the pre-registration year's approved experience in hospital posts). Depending on area and specialty, prospects are usually good for full-time and part-time in terms of employment, re-training and further training. The Department of Health and Social Security (DHSS) encourages recruitment to the National Health Service of those only able to offer part-time work at every level and is willing to consider sympathetically proposals for increasing medical establishments to accommodate them if this is in the immediate or long-term interests of the Service.

Re-training needs of returners after a gap can be met in full- or part-time appointments. Training needs are recognised as varying from one person to another and a combination of in-post training and formal tuition is recommended.

Post-registration training is now necessary for all specialties including general practice and community medicine. This used to cause difficulty for many women since training was on a full-time basis only. It is now possible to qualify for the highest qualifications in many specialties through part-time appointments and extended training. Those already qualified will know that post-registration training in the hospital service broadly falls into two phases (1) general professional training in the senior house officer and registrar grades which can be followed by (2) training and study in a senior registrar or equivalent post for advanced training in a specialty (there are over 40), regulated by the Royal Colleges. On a full-time basis, the process takes about seven years: on a part-time basis (or rather extended training basis) it will take longer. Arrangements must be approved by the bodies governing training and by the DHSS. Those taking an extended training will obviously be older on qualification than those training full-time and this can influence employment prospects, but the opportunity is there for the able and ambitious to qualify at the highest level if they wish.

Obviously some specialties are more easily undertaken part-time than others: e.g., part-time in general practice is usually not difficult to arrange whereas higher qualifications in surgery require full-time training. Since many women are limited to working in a certain locality, it is necessary to direct training towards a field of medicine for which there is local demand. There is a marked shortage in some specialties such as child psychiatry, geriatrics, anaesthetics and certain laboratory openings. Although it is never possible to forecast requirements with absolute accuracy, it is clearly wise to make career decisions which take account of current information on career prospects.

There are many posts such as clinical assistants or in family planning clinics which do not demand higher qualifications and these may suit some best. They do not offer progressive career prospects nor the same security of tenure and the able and ambitious would be wise to make long term career plans early. Careers guidance is given high priority and advice should be sought from the Clinical Tutor (address from local hospital or regional or area health authority offices). Postgraduate Deans may also advise.

The Women Doctors' Retainer Scheme, set up by the DHSS, is an important development for those who cannot offer even part-time work but intend eventually to return to full-time or part-time service in the National Health Service. It is not designed as active training but as a means of maintaining professional knowledge and confidence. In return for an annual retainer (currently £50), participants are required to maintain their registration with the General Medical Council and membership of a medical defence organisation, to take a recognised professional journal, to attend at least seven education sessions and to work not less than 12 supervised service sessions (at an appropriate fee) each year. Enquiries should be made to the Clinical Tutor.

The Unqualified. Normal entry standards: high attainment in at least five GCE subjects, usually three being at A level. Though some medical schools consider those without science A levels, candidates should have a sound basis in these subjects and demonstrate capacity to pursue scientific and medical studies to a high academic level. Very high standards, personal and academic, would be looked for in mature candidates. Training, including the pre-registration year's experience, takes about six years. See preceding notes for career prospects.

Medical Women's Federation, Tavistock House North, Tavistock Square, London WC1H 9HX; The Clinical Tutor (address from local hospital or area or regional health authority); Specialist in Community Medicine (Staffing), Regional Health Authority.

MIDWIFERY

The Qualified. Good prospects full- and part-time. Although there are terms and conditions of service as agreed by the Nurses and Midwives Whitley Council common to all midwives, each employing authority has the right to employ the most suitable person for the post thus part-time hours and other arrangements to fit in with home commitments may be negotiated locally. There is a statutory requirement to attend revision courses approved by the Central Midwives Board. Some hospitals also run back to nursing courses.

The Unqualified. Normal entry standard two GCE O levels, one being English, pass Central Midwives Board educational test or be an SRN or Sick Children's Nurse. Length of training varies according to qualifications: SRN with approved obstetric training — 10 months; other SRNs and Registered Children's Nurses without such experience — one year; certain other categories of nurses and State Enrolled Nurses — 18 months; those without nursing training — two years. There is an upper age limit of 50. Training is usually full-time but local arrangements may be possible to meet special needs.

The Royal College of Midwives, 15 Mansfield Street, London W1M 0BE.

MUSEUMS

The Qualified. Might possibly find full-time work; part-time work unlikely. Since training is in-service, it might be possible to refresh knowledge through existing arrangements.

The Unqualified. Normal entry requirement relevant degree as a rule for the most senior posts. The Museum Association's examinations are only open to those in employment. The minimum entry requirement for entry to the Diploma examination is five GCE passes, including English language and two being at A level. Two years' experience is required before taking the examination. Postgraduate courses in Museum Studies are held at the Universities of Leicester and Manchester, which give exemption from the Diploma papers.

Note: The appointment of women wardens is a recent development in some of the national museums. The work is full-time and shift work is involved.

For those who are good with their hands and able to absorb the scientific basis of conservation, there are a few courses. We would mention those at the Camberwell School of Art in Archive Preservation and Repair, Bookbinding and Book Restoration. In some Furniture Making courses, it may be possible to include restoration of antique furniture.

The Museums Association, 87 Charlotte Street, London W1P 2BX.

NURSERY NURSING

The Qualified. Good opportunities full- and part-time depending on area in local authority service and in private posts. Some colleges holding NNEB courses hold refresher courses from time to time.

The Unqualified. No specific entry requirements for NNEB examinations. Training may be at a recognised fee-paying college, or on an in-service basis supplemented by attendance at a college. There are some special arrangements for mature students with suitable experience and there are two part-time courses (Tottenham and Sunderland): others are under consideration.

National Nursery Examination Board, 13 Grosvenor Place, London SW1X 7EN.

NURSING

The Qualified. There are still good prospects for those holding state registration or enrolment in any area of nursing either full- or part-time. Shortages of qualified staff, particularly in psychiatric nursing have produced great ingenuity in filling the gaps. Arrangements vary from area to area and an enquiry to a local hospital is recommended, or to regional or area health authorities. Back to nursing courses are often available. Further training for special areas of nursing, such as health visiting or district nursing, may be open to suitably qualified returners who hold SRN.

The Unqualified. Normal entry standard is GCE passes in English or Welsh language or literature or history and one other subject for state registration training: a good general education for state enrolment courses. Training takes three years for SRN, two years for SEN. There are very few courses arranged to suit women with family responsibilities who wish to train for state registration: they must usually train full-time. There are rather more specially arranged courses for state enrolment. Graduates in any subject might be considered for special courses lasting two years approximately. Though there is no formal upper age limit, entry to training tends to be up to 35-40 for SRN and up to 45-48 for SEN, at the discretion of the school of nursing.

The Nursing and Hospital Careers Information Centre, 121/123 Edgware Road, London W2, or consult local hospital or health authority.

OCCUPATIONAL THERAPY

The Qualified. Very good opportunities for full- and part-time work. Most opportunities are in the National Health Service + some openings in local authority service. Refresher courses are

organised from time to time in different areas. Details of such courses are advertised in the British Association of Occupational Therapists' Journal.

The Unqualified. Normal entry standard five GCE passes, with English and science subjects included if possible. Possession of A levels or some equivalent higher qualification offered by mature candidates valuable. Training takes three years and is offered in a number of schools situated in different parts of the country: in certain schools graduates in relevant subjects (e.g. psychology or biological sciences including anatomy and physiology) may be able to qualify in two years. State Registered Nurses and physiotherapists may be allowed some concessions in the clinical part of the training. As a rule, candidates under about 36 stand a better chance of receiving training.

British Association of Occupational Therapists, 20 Rede Place, London W2 4TU.

OPTICS — OPHTHALMIC OPTICS

The Qualified. Prospects generally are very good for the qualified but depend upon the length of absence from employment. Those not employed for a few years only would find good prospects for full- or part-time employment in all sectors and could probably return without difficulty. Since so many changes have taken place, those who have not practised for several years would be recommended to take a refresher course (a short course or sessional arrangements might be offered). Those who have been out of practice for a long time might be required to take the final year of training again or a prescribed course of study. Each case is considered on its merits.

The Unqualified. Normal entry standard for degree course a minimum of two A level passes selected from engineering science, physics, maths, chemistry and either biology or zoology are usually demanded + three additional O level passes which must include English, a mathematical or science subject (physics if not taken at A level). Courses are offered at universities of Aston, Bradford, City University (London) and at the Institutes of Science and Technology in Manchester and Cardiff and at Glasgow College of Technology (four years). Training takes three years + one year in employment before registration. Acceptance of mature students depends on the university or institution.

The British Optical Association, 65 Brook Street, London W1Y 2DT, The Worshipful Company of Spectacle Makers, Apothecaries Hall, Black Friars Lane, London EC4, The Scottish Association of Opticians, 116 West Regent Street, Glasgow C3.

OPTICS — DISPENSING OPTICS

The Qualified. Excellent prospects full- or part-time with some local variation. There are occasional refresher courses held by colleges providing training: the returner is recommended to ease herself back into employment by taking a post preferably with some supervision.

The Unqualified. Normal entry standard four GCE passes at O level which must include English and maths. Training takes 2-3 years + a year's supervised employment before registration. Two year full-time courses are offered at City College for Further Education, Bunhill Row, London EC1 8LQ and at Glasgow College of Technology; three year day release courses at City College and Bradford Technical College: a three year correspondence course offered by the Association of Dispensing Opticians taken while in suitable employment + four weeks' annual full-time study in London or Bradford. Mature students might be considered.

Association of Dispensing Opticians, 22 Nottingham Place, London W1N 4AT, The Worshipful Company of Spectacle Makers, and The British Optical Association addresses as given for Ophthalmic Optics.

ORTHOPTICS

The Qualified. Excellent prospects full- or part-time. Regular refresher course are organised in London and provincial training schools, also conferences and clinical meetings. Most large departments have a significant number of married orthoptists working part-time and are sympathetic to the family responsibilities of such women. There is a shortage of orthoptist teachers. Mature women interested in taking the teacher's certificate would be considered favourably if suitable in other respects.

The Unqualified. Normal entry standards five GCE passes with one or preferably more passes at A level: English language, maths and at least one science subject included. Training takes three years at an Orthoptic training school attached to hospitals in Birmingham, Cardiff, Cheltenham, Chester, Coventry, Glasgow, London, Manchester, Reading and Sheffield. Entry to training is competitive and admission of mature candidates depends on the school.

British Orthoptic Society, Tavistock House (North) Tavistock Square, London WC1H 9JB.

PERSONNEL MANAGEMENT

The Qualified. Much depends on the gap in experience: most returners will have to take Part III of the Institute's new examination to fulfil membership requirements. This can be prepared for

by part-time study at certain colleges or by approved correspondence course which takes 2-2½ years. The reason for this is that the content of personnel management is constantly changing. Prospects of employment are reasonable for full-time posts: there are few if any part-time appointments, though they may occur occasionally in small firms.

The Unqualified. Normal entry standard five passes in GCE, two being at A level or equivalent qualification or experience in a personnel department. There are full-time courses at various universities and polytechnics lasting about 15 months for graduates and those of 24+ who can offer suitable industrial or commercial experience, success in which gives exemption from the Institute's examinations. Alternatively, courses at various polytechnics and technical colleges prepare students for the IPM examinations: most courses are part-time over a period of four years, a few are full-time. It would be difficult to make a start in Personnel Management after the age of 40: we repeat that part-time posts are few.

Institute of Personnel Management, Central House, Upper Woburn Place, London WC1H 0HX.

PHARMACY

The Qualified. Good prospects full-time and part-time. There are many opportunities for refresher courses and postgraduate lectures.

The Unqualified. Normal entry standard: university entrance requirements must be satisfied: most pharmacy degree courses demand A level in chemistry and in physics or mathematics and in a biological science or mathematics. There might be some relaxation for late entrants but the degree is based on scientific knowledge in the required subjects up to A level standard. Training takes usually three years for a degree which must be followed by 12 months' postgraduate pre-registration experience.

The Pharmaceutical Society of Great Britain, 17 Bloomsbury Square, London WC1A 2NN.

PHARMACY TECHNICIANS/ASSISTANTS

The Qualified. In normal times, though not easy, there is reasonable opportunity to return full- or part-time. The shorter the gap, the easier it is. Returners are recommended to try to join day-release courses if their knowledge is out of date, but courses are not available in all areas.

The Unqualified. Normal entry standard three GCE passes at O level including a science, preferably chemistry: biology is useful. Those without such qualifications may spend three years on the

part-time course leading to City and Guilds examination, normally taking two years as does the course for the Society of Apothecaries' Certificate. Training is in employment as a trainee + study. It is currently more difficult than previously for a returner to find a trainee place, particularly in the hospital service.

The Pharmacy Assistants Training Board, 321 Chase Road, London N14 6JN.

PHYSIOTHERAPY

The Qualified. Very good prospects for full-time, good for part-time, but applicants must agree to help with On Call and weekend work. At present only one hospital in London (Westminster) offers regular three week courses in Spring or Autumn. Members are advised when practical to return to their old training school or to spend some time observing in a local physiotherapy department.

The Unqualified. Normal entry standard a minimum of 5-6 passes in GCE, at least one being at A level; English must be included and passes must be chosen from specified arts and science schedules listed in the Regulations. Physics and chemistry are important. Any concessions are considered on the merits of each case. Training takes three years in a recognised training school. Training places are limited and entry is competitive. Acceptance over the age of 35 is unusual and those over this age are not recommended to embark on a career in physiotherapy.

Note: Some departments may employ aides/helpers. There are no prospects for promotion.

The Chartered Society of Physiotherapy, 14 Bedford Row, London WC1R 4ED.

POLICE

The normal age limit for recruitment is at present 35, though ex-members of H.M. Forces may be considered up to the age of 40. Service is on a full-time basis and there are no part-time paid appointments. Chief Officers also have discretion to accept candidates above these ages in special circumstances. Re-appointment of ex-police officers would be considered.

For details apply to the Chief Officer of the Police Force you wish to join.

PRISON SERVICE

Prison Officers are recruited up to the age of 49½ and must fulfil certain health standards and should preferably be 5 ft. 3 in. or over in height. In-service training is given to successful candidates. Shift work is usually required and a certain amount of mobility

is expected though efforts are made to post an officer to her preferred establishment. The work is not necessarily residential though accommodation is often provided. There may be occasional local recruitment of temporary officers.

Assistant Governors may be appointed normally up to age 35, though specially qualified candidates and ex-members of H.M. Forces may be considered beyond this age. A lively interest in social problems and appropriate training and experience are looked for: possession of a degree or diploma is an advantage, qualifications in the social sciences being particularly valuable. Mobility is necessary.

The Home Office, Free Post, London SW1E 5BR.

PSYCHOLOGY

The Qualified. Good prospects for full-time, very good for part-time. Occasional refresher courses are run by the Society.

The Unqualified. Normal entry standards — as for university + faculty requirements. Training is by degree, followed according to field of psychology by post-graduate or in-service training. Prospects for training depend on admission to university course.

The British Psychological Society, 18-19 Albemarle Street, London W1X 4DN.

PUBLIC RELATIONS

The Qualified/Experienced. The very able with good experience might be able to obtain full-time employment though opportunities are limited, highly competitive and particularly difficult to find at the moment. The writer with an established reputation might be able to find freelance or short-term contract work.

The Unqualified. This is a very difficult field to enter later in life: it demands evidence of ability to communicate (mainly by the written word) and a through knowledge of the media, which can only be gained by experience. Those with the necessary qualities might manage to find an opportunity in firms, consultants' offices or in government service, but it is difficult. Examinations may help those already in employment to learn more about PR, and are normally taken by those already employed.

The Institute of Public Relations, 1 Great James Street, London WC1 3DA.

PUBLISHING

Publishing is a business enterprise and those with secretarial, administrative and accounting skills will find that opportunities for them will be comparable with those in other commercial fields.

Where the special skill and knowledge associated with publishing are concerned, it must be stated that this is a difficult field to enter at any age and there is great competition for posts on the editorial or production side: we believe that the newcomer without relevant experience would find it nearly impossible to make a start later in life. Those with good experience in publishing who can produce evidence of high quality work may find there is reasonable scope for them in normal times on a full-time basis. There is also quite a fair chance for part-time or freelance work (proof reading, copy editing, designing, typography, for example) for those with appropriate experience.

RADIOGRAPHY

The Qualified. Prospects good at the moment for full- and part-time work, though there may be a tendency towards full-time. Most schools of radiography will arrange refresher courses.

The Unqualified. Normal entry standard passes at O level in English, maths or physics + three subjects including a science. Training takes two years at a recognised training school. Quite good chance of training.

The Society of Radiographers, 14 Upper Wimpole Street, London W1M 8BN.

SECRETARIAL

The Qualified. Good prospects full- or part-time with local variations. Less part-time work than in 1974. Refresher courses are usually generally available in private and local colleges.

The Unqualified. A good general education is required. Opportunities to train are plentiful in private and other colleges. The TOPS scheme could be helpful. A very practical, interesting and varied field for returners.

SOCIAL WORK — See section. Training is complicated and described in full.

SPEECH THERAPY

The Qualified. Ample opportunities full- and part-time owing to great shortage. A refresher course is held annually though not specifically intended for returners.

The Unqualified. Normal entry standard five GCE passes, two being at A level. A sound scientific background is valuable. Training by three year course available in London, Scotland, Birmingham, Cardiff, Dublin, Leeds, Leicester and Manchester. There are a few degree courses in the subject. Mature students welcome.

The College of Speech Therapists, 47 St. John's Wood High Street, London NW8 7NJ.

STATISTICS

The Qualified. In normal economic times, women up to about 35-40 or occasionally older would find full-time posts without too much difficulty. In a recession, statistical departments may be cut. Part-time work, except for lecturing, is difficult to find. Make enquiries to previous employer.

The Unqualified. Degree courses in Statistics as such are few, but the subject is often combined with others (e.g. maths, economics, sociology, the sciences). University entrance requirements would have to be met. Postgraduate courses demanding a sound knowledge of mathematics are held in a number of universities. For entry to the Institute's examinations GCE O level in English and maths required, with certain exemptions for those with A level statistics or mathematics-with-statistics and for graduates. Study for the examinations is usually part-time or by correspondence course.

Note: There are posts for statistical assistants and senior statistical assistants for semi-qualified staff.

The Institute of Statisticians, St. Edmunds House, Lower Baxter Street, Bury St. Edmunds, Suffolk IP33 1LP.

SURVEYING

The Qualified. Good prospects for full- or part-time work in certain areas of surveying such as quantity and building surveying. Little opportunity in others, such as the General Division. The RICS runs some useful lecture courses and it is worth consulting colleges providing training regarding postgraduate and refresher courses.

The Unqualified. Normal entry standard four passes in GCE (three at A level) or five (with two at A level). English and maths must be included. Training takes about five years (two at least in employment) in preparation for approved degree, diploma or RICS examinations. A special degree or diploma holder's examination can be taken by graduates (any subject) who must find employment and study by correspondence course. This takes about 18 months.

Surveying Technicians students must find a relevant job and take ONC and HNC by part-time study in Cartography, Surveying or Planning. There is little experience of returners in this field.

A Negotiator (no special professional qualification required) works for an Estate Agent. This could be a suitable opening for

returners. They are concerned with the practical aspects of buying and selling property.

The Royal Institution of Chartered Surveyors, 12 Great George Street, Parliament Square, London SW1P 3AD.

TEACHING (IN SCHOOLS)

The Qualified. Reasonable prospects full- and part-time with local variations, though at present there are some difficulties. Refresher courses may be organised from time to time; in-service training may be provided by local education authorities and institutions providing teacher training, situated in all parts of the country, may advise and help.

The Unqualified. For the three year Certificate in Education courses the normal minimum entry standard is five GCE O level passes, but in fact the majority of those accepted have at least one A level. Mature candidates who do not hold such qualifications but have relevant experience may be considered by a college for admission to training. The Certificate courses will gradually be phased out and replaced by new courses leading to a B.Ed degree at ordinary level after three years or honours level after four years, for which the entry qualifications will be two A levels. Training courses for graduates and holders of certain specialist qualifications (e.g. in music or art) last for one year. N.B. Those who graduated before 1970 may teach in maintained primary schools and those who graduated before 1974 in secondary schools without taking teacher training, though this is most desirable. At present graduates in mathematics or science do not have to take a teacher training, though it will be an advantage. A limited number of colleges offer part-time training (a) of four years for non-graduates (in London, Manchester and West Yorkshire areas) and (b) for two years for graduates (in London, Lancashire and Newcastle areas). An external Graduate Certificate in Education is awarded by the University of London but this does not bring qualified teacher status. A remission of one year of training may be allowed to mature candidates with qualifications well above the minimum. Employment prospects as above.

TEACHING (TECHNICAL SUBJECTS)

The Qualified. Prospects for full- and part-time work vary according to subject and local demand.

The Unqualified. Normal entry standard: degree, full professional equivalent or (minimum) HNC or Full Technological Certificate of the City and Guilds of London Institute + appropriate experience, for entry to one year courses held at Bolton College of

Education (Technical), Chadwick Street, Bolton BL2 1JW, Garnett College, Downshire House, Roehampton Lane, London SW15 4HR, Huddersfield College of Education (Technical), Holly Bank Road, Huddersfield HD3 3BP and Wolverhampton Technical Teachers College, Compton Road West, Wolverhampton WV3 9DX. Those already employed may be released for in-service courses. The colleges may offer part-time courses based on the colleges concerned or on further education establishments in various areas, usually lasting two years. Many people who cannot take the courses mentioned find it helpful to take City and Guilds of London Institute Further Education Teacher's Certificate by part-time study and its other courses on educational subjects, open to those already engaged in teaching and to those with advanced qualifications in the subject they wish to teach.

Information on teaching from Department of Education and Science, Elizabeth House, York Road, SE1 7PH.

TOWN PLANNING

The Qualified. Fair opportunities for full-time, part-time rare. Cuts in local authority spending are affecting employment prospects. No special refresher courses, but a number of post-graduate courses in relevant subjects, ranging from part-time to full-time lasting between a month or a year.

The Unqualified. Full-time study is recommended, held in universities, polytechnics and art colleges, the course lasting about four years. Graduates and those with certain relevant professional qualifications can take a postgraduate approved course lasting two years (three years part-time approximately). Many town planners enter the profession later in life after a qualification and experience in a related field: mature students are therefore quite a proportion of the student body.

Planning Technicians take ONC in Planning while in employment, but this is no way into full professional work.

The Royal Town Planning Institute, 26 Portland Place, London W1N 4BE.

VETERINARY SURGERY

The Qualified. Good prospects for full-time work, limited for part-time with local variations. No formal refresher course arrangements at present, but university veterinary schools may help individuals who apply. Short courses in various aspects of veterinary work are arranged by the British Veterinary Association and its Divisions.

The Unqualified. A levels in the basic sciences would be required for entry to veterinary school, and pressure on places is very severe. Training would take about 5-6 years.

The Royal College of Veterinary Surgeons, 32 Belgrave Square, London SW1X 8QP.

YOUTH WORK

The Qualified. Good prospects for full- or part-time owing to a national shortage of qualified youth workers. Maturity and experience are considered important in this field. No national arrangements for refresher courses but most employing authorities run a variety of local courses to which returners might be seconded if thought necessary.

The Unqualified. Candidates with relevant working experience may be accepted for training on courses for which younger candidates must have a minimum of five GCE O levels. Training offered in a number of colleges lasts two years. Avery Hill College of Education runs a three year part-time course for unqualified full-time workers in the Inner London Education Authority area. There are many opportunities for voluntary work and some authorities may employ experienced but unqualified workers in full-time posts.

The Department of Education and Science, Elizabeth House, York Road, London SE1 7PH, the National Youth Bureau, 17-23 Albion Street, Leicester LE1 6GD.